Print2PDF 8.0

User Manual

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Introduction

Print2PDF is a tool for converting documents into PDF (Portable Document Format). This easy-to-use PDF conversion tool will allow every network user to convert documents into PDF from any application that can print.

Print2PDF is available in three editions: **Free Edition**, **Standard Edition** and **Premium Edition**. The chart below explains the differences:

Feature	Free	Standard	Premium
Create PDF from any application that can print[1]	✓	✓	✓
Integration with Microsoft Word, Excel, and Outlook	✓	✓	✓
Supports PDF 1.3, 1.4, 1.5, and PDF/X standards	✓	✓	✓
ZIP, JPEG, and JPEG 2000 image compression	✓	✓	✓
Batch conversion to PDF	✓	✓	✓
Stamp	✓	✓	✓
Watermark	✓	✓	✓
File attachments	✓	✓	✓
Encryption	✓	✓	✓
Can output PDF/A-1a and PDF/A-1b compliant files	-	✓	✓
Digital signatures	-	✓	✓
Shared printer	-	✓	✓
Prepare client install	-	✓	✓
Watched folders[1]	-	✓	✓
Watched POP3 e-mail[2]	-	✓	✓
Unattended conversion through a Windows Service	-	-	✓
PDF conversion through a standard web browser	-	-	✓
PDF conversion through a SOAP call	-	-	✓

[1] All files created with the Free Edition will have small text branding at the bottom.

[2] The Standard Edition can only run one watched e-mail or watched folder instance.

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System Requirements

The recommended system configuration for Print2PDF is Windows® XP on a computer with 512 MB RAM. Below are the minimum requirements:

Operating Systems

- Windows® 2000
- Windows® XP (x86 and x64)
- Windows® Vista (x86 and x64)
- Windows® Server 2003 (x86 and x64)
- Windows® Server 2008 (x86 and x64)
- Windows® Terminal Services
- Citrix® Presentation Server
- Citrix® MetaFrame®

Memory and Hard Disk Space

- 512 MB of RAM
- 50 MB for installation

Integration Requirements

- VBScript (VBScript.dll) is used for application automation.
- You must use the same user account for installing the host applications and running the Print2PDF service.
- Print2PDF macros support Microsoft® Office 2000, 2002, 2003, or 2007.
- Windows® Vista™ users must disable Protected Mode or add the website to the Trusted Sites list for conversion from Microsoft® Internet Explorer 7.

Web Service Requirements

- Microsoft® .NET Framework 1.1 SP1 or higher
- Microsoft® Internet Information Services 5.0 or higher

Host Application Requirements

- Autodesk® Design Review 2008
- Autodesk® AutoCAD 2000 or higher
- Microsoft® Word 2000, 2002, 2003, or 2007
- Microsoft® Excel 2000, 2002, 2003, or 2007
- Microsoft® PowerPoint 2000, 2002, 2003, or 2007
- Microsoft® Visio 2000, 2002, 2003, or 2007
- Microsoft® Publisher 2000, 2002, 2003, or 2007
- Microsoft® Internet Explorer 6.0+
- OpenOffice.org 2.2+

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Installation

Things to know before installation

- Print2PDF is installed as a print driver; it will install system files inside Windows and support files to the user-defined location:

  Program files: `%programfiles%\Software602\Print2PDF`
  Common files: `%programfiles%\Common Files\soft602`
  32-bit driver: `%systemroot%\system32\spool\drivers\w32x86\3`
  64-bit driver: `%systemroot%\system32\spool\drivers\x64\3`

- After the install process is complete, you will find the Print2PDF printer in the Windows print folder. Right click a supported file type in Windows Explorer will access the Print2PDF feature and the Configuration application can be accessed from the Print2PDF program group.

- By default, Print2PDF will install as a 30-day trial. When you purchase Print2PDF, you are given a Registration Key that unlocks the trial version. If you have purchased Print2PDF and have not activated, review the Product Activation section, here.

- The trial version of Print2PDF differs from the full version in two ways. First, the trial will insert a trial statement into all documents processed by Print2PDF. Second, the trial version will run for 30 days. At this point you may purchase the software or continue to use the product in the Free Edition mode.

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Normal Installation

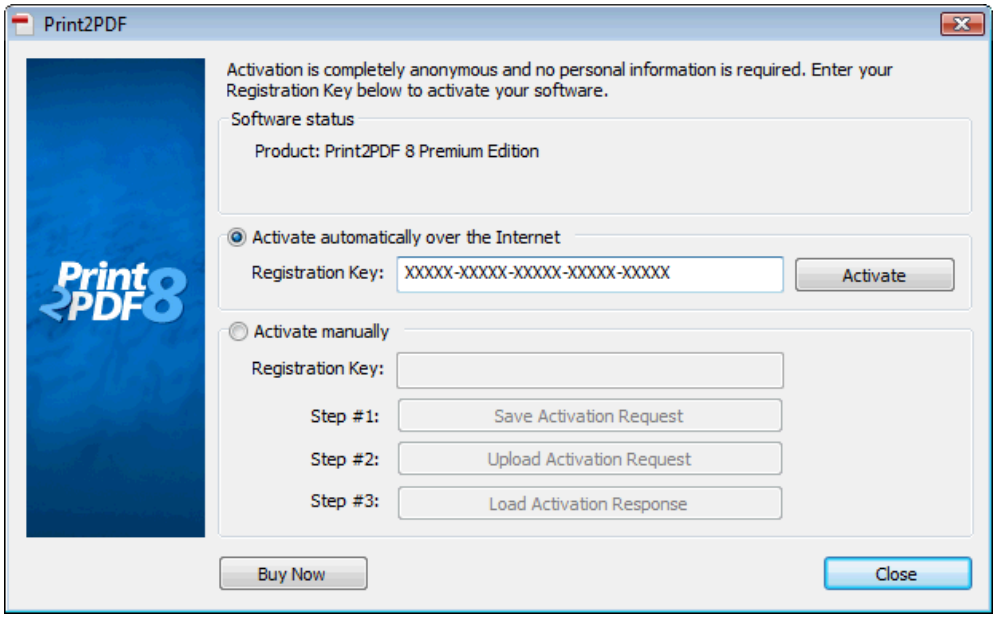
1. Download the setup file for Print2PDF. This can be obtained from:

   http://www.software602.com/download/

2. Double-click the download file, **p2pdf8.exe**, to start the installation process.
3. Follow the Installation Wizard to complete the installation process.
4. At the end of the installation, you will be asked to restart the computer. Please restart your computer at this time to ensure the program is installed correctly.

Product Activation

Print2PDF 8.0 will function for 30 days without activation. To continue using all features after 30 days, online activation is required.



Your computer is connected to the Internet:

1. Open **Product Activation** from the Print2PDF program group.
2. Enter the **Registration Key** you purchased and then click **Activate**.
3. You will receive confirmation once activation has been successful.

Your computer is NOT connected to the Internet:

1. Open **Product Activation** from the Print2PDF program group.
2. Click **Activate manually**, enter your **Registration Key**, then click **Save Activation Request** and save the .txt file to a network share or flash drive.
3. Visit the Software602 Product Activation Center and upload your request.
4. Save the response .txt file to a network share or flash drive.
5. Click the **Load Activation Response** button and open the .txt you received.
6. You will receive confirmation once activation has been successful.

If you have problems activating the software, please submit a Trouble Ticket.

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Citrix and Terminal Services Farm Installation

Using this method, Print2PDF is installed directly on one (1) Windows Server with Terminal Services and shared to other servers in the farm. The Print2PDF printer can be used by connected clients as long as the user rights on the printer allow access. A license is consumed for each connected server in the farm and each connected user. *If you have 150 users in your organization, 6 servers in the farm, but only 95 concurrent Terminal Services users, you will need a 100 user license.*

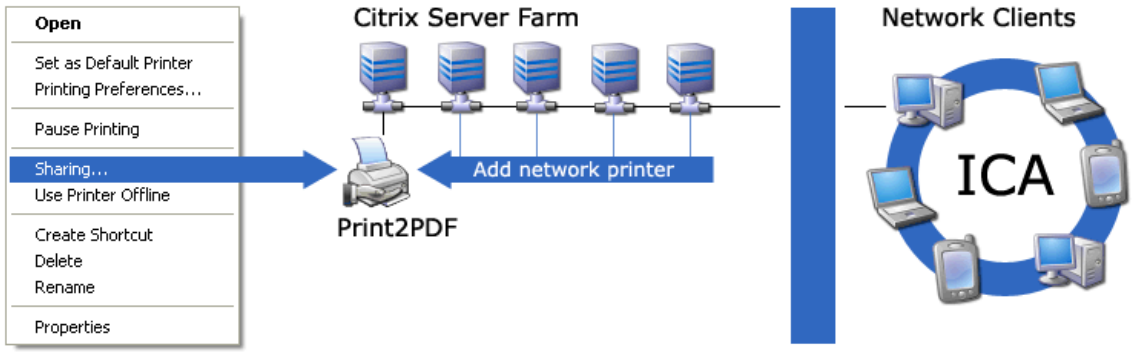
Print2PDF can be installed normally on a standalone Citrix or Terminal Server. Installation on a farm requires a few extra steps:

Method #1: Shared Printer

1. Install Print2PDF on the first server in the server farm.
2. Activate the software (if this step is skipped, you will be required to remove and re-add the Print2PDF printer from all servers to eliminate the trial warning).
3. Share the Print2PDF printer.
4. Connect all other servers of the server farm to the shared printer.
5. Reboot all servers.
6. The Print2PDF printer will now be available on ALL servers in the farm[1].

Method #2: Prepare Client Install

1. Install Print2PDF on the first server in the server farm.
2. Activate the software (if this step is skipped, you will be required to reinstall the Print2PDF printer on all servers to eliminate the trial warning).
3. Prepare the client installation (Instructions, here).
4. Install the prepared client on each server in the farm.



[1] After all servers in the farm have installed the network printer, you can remove sharing from the printer on the first server (this is not required, but recommended).

Citrix and Terminal Services Application Compatibility

The Print2PDF printer requires the **Print2PDF.exe** process to function. Print2PDF supports applications published as an **application** or a **desktop**. When a user has access to the **desktop**, the **Print2PDF.exe** process will start from the registry key:

```
HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Run
```

When an **application** is published, or the above registry key is not executed when a user logs in, the following will be required for Print2PDF to function:

1. Open either your central user logon script or the individual **USRLOGON.CMD** scripts for each server (found in the %SystemRoot%\system32 directory).
2. Depending on your architecture, add the following to the top of the script:

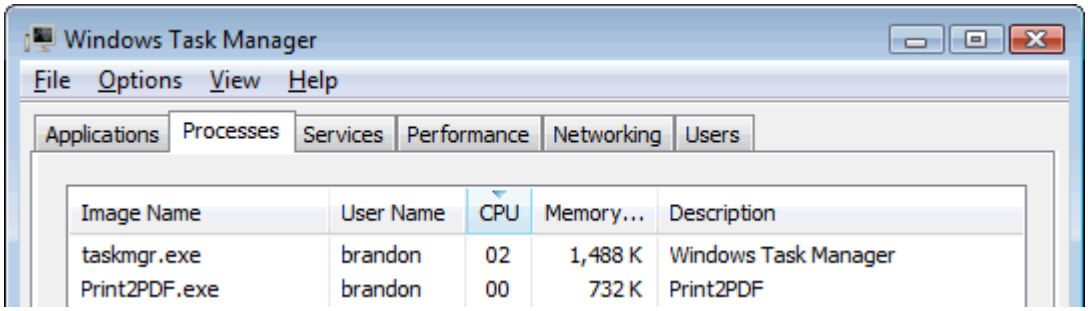
32-bit

```
start %SystemRoot%\system32\spool\drivers\w32x86\3\Print2PDF.exe /server
```

64-bit

```
start %SystemRoot%\system32\spool\drivers\x64\3\Print2PDF.exe /server
```

3. Save the file.
4. After login, the **Print2PDF.exe** process will show in the task list for the user:


Windows Task Manager
File Options View Help
Applications Processes Services Performance Networking Users
Image Name User Name CPU Memory... Description
taskmgr.exe brandon 02 1,488 K Windows Task Manager
Print2PDF.exe brandon 00 732 K Print2PDF

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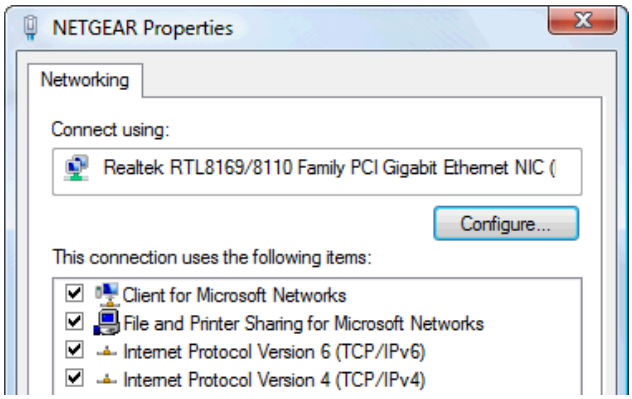
Network Printer Sharing

Print2PDF was designed for easy distribution to network users via a shared printer from the Windows environment. If you want to share the printer to a non-networked computer, see the Prepare Client Installation section, here.

Network Requirements

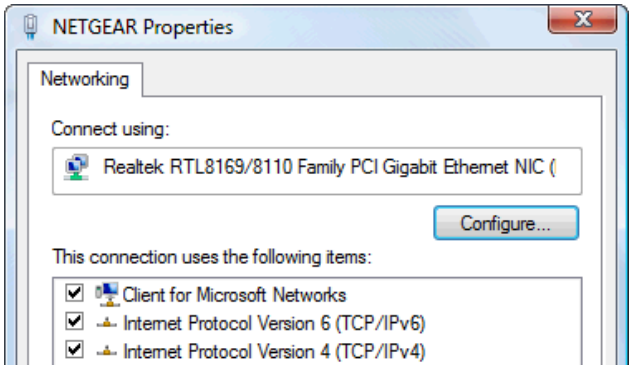
Server: The following components are required to share the printer on the server

- Working TCP/IP Network
- Client for Microsoft Networks
- File and Printer Sharing for Microsoft Networks


NETGEAR Properties
Networking
Connect using:
Realtek RTL8169/8110 Family PCI Gigabit Ethernet NIC (
Configure...
This connection uses the following items:
Client for Microsoft Networks
File and Printer Sharing for Microsoft Networks
Internet Protocol Version 6 (TCP/IPv6)
Internet Protocol Version 4 (TCP/IPv4)

Client: The following components are required to add the printer on a client

- Working TCP/IP Network
- Client for Microsoft Networks



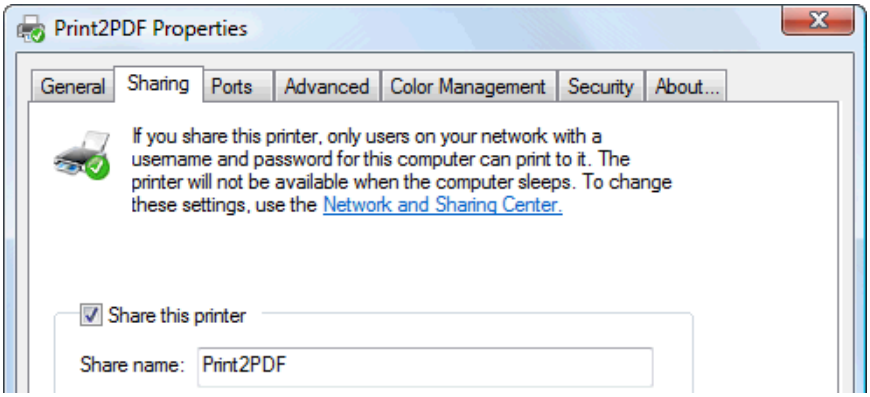
Microsoft topics on TCP/IP connectivity and file & printer sharing are available here:

- http://support.microsoft.com/default.aspx?scid=kb;en-us;314067
- http://www.microsoft.com/downloads/details.aspx?FamilyID=87c0a6db-aef8-4bef-925e-7ac9be791028&DisplayLang=en

Sharing Print2PDF on the Server

How to share a printer on the network:

1. Click **Start** – **Settings** – **Printers** (Windows 2000) or **Start** – **Control Panel** – **Printers and faxes** (Windows XP).
2. Right click the **Print2PDF** and select **Sharing...**
3. On the **Sharing** tab select **Share this printer** and enter the **Share name** Print2PDF.


Print2PDF Properties
General
Sharing
Ports
Advanced
Color Management
Security
About...
If you share this printer, only users on your network with a username and password for this computer can print to it. The printer will not be available when the computer sleeps. To change these settings, use the Network and Sharing Center.
Share this printer
Share name:
Print2PDF

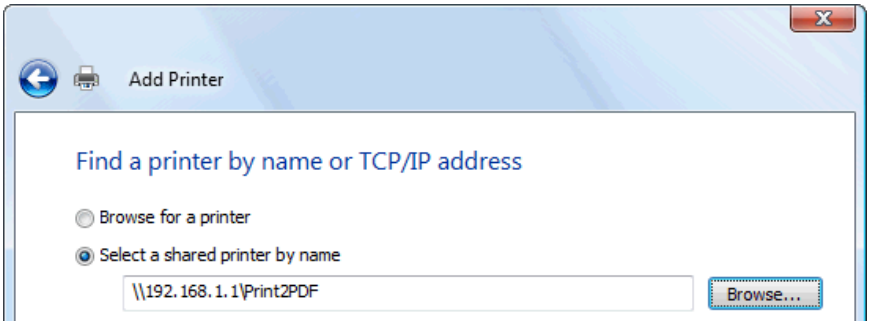
4. Click **OK**.

Add Printer Wizard

This method only supports 32-bit Windows 2000, XP and 2003 as a client.

How to add the Print2PDF printer to a client using the Add Printer Wizard:

1. Click **Start** – **Settings** – **Printers** (Windows 2000) or **Start** – **Control Panel** – **Printers and faxes** (Windows XP).
2. Click **Add Printer**.
3. Click **Next**, select **Network Printer**, then click **Next**.
4. **Browse** for the Print2PDF printer or directly enter the server name and shared printer name (example: \\servername\Print2PDF or \\192.168.1.1\Print2PDF).



5. Restart the computer before using the Print2PDF printer.

NOTE: Print2PDF will be installed as a local printer on clients. A network connection to the server will not be required after client installation.

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Add Printer Script

This method only supports 32-bit Windows 2000, XP and 2003 as a client.

There are many ways to add a printer to a client. Here are two Visual Basic Script (.VBS) examples: one uses AddWindowsPrinterConnection and the other PrintUI.DLL.

AddPrinter1.vbs

Learn more about the AddWindowsPrinterConnection method from Microsoft, here.

```
' AddPrinter1.vbs
' Print2PDF Installation Script #1
' Uses the AddWindowsPrinterConnection method

Dim WshShell, netPrinter, UNCpath
UNCpath = "\\servername\print2pdf"
Set Net = CreateObject("WScript.Network")
Net.AddWindowsPrinterConnection UNCpath
WScript.Sleep 30000
Set WshShell = WScript.CreateObject("WScript.Shell")
WshShell.Run("%SystemRoot%\system32\spool\drivers\w32x86\3\Print2PDF.exe /server")
WScript.Quit
```

AddPrinter2.vbs

Learn more about PrintUI.DLL from Microsoft, here.

```
' AddPrinter2.vbs
' Print2PDF Installation Script #2
' Uses PrintUI.DLL

Dim WshShell
Set WshShell = WScript.CreateObject("WScript.Shell")
WshShell.Run("rundll32 printui.dll,PrintUIEntry /in /n\\servername\print2pdf /q")
WScript.Sleep 5000
WshShell.SendKeys "{ENTER}"
WScript.Sleep 30000
WshShell.Run("%SystemRoot%\system32\spool\drivers\w32x86\3\Print2PDF.exe /server")
WScript.Quit
```

NOTE: The automatic search feature in Windows XP WILL NOT correctly install the Print2PDF printer! You must manually add the printer using the Add Printer Wizard, or use one of the above script methods.

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Prepare Client Installation

This method supports Windows 2000, XP, 2003, Vista and 2008 (x86/x64).

Print2PDF can also be distributed to clients from a flash drive or network share.

Command line switches

Here is a list of command line switches supported by the prepare client installation:

Switch	Description
-ai1	Will attempt to automatically detect and install either the x86 or x64 version of Print2PDF
-ai2	Will force installation of the x86 version of Print2PDF
-ai3	Will force installation of the x64 version of Print2PDF
-gm2	Hides the extraction dialog window

Examples

Silent installation with automatic architecture detection:

```
print2pdf-client.exe -ai1 -gm2
```

Silent installation forcing the 64-bit driver on Windows XP/2003/Vista/2008 (x64):

```
print2pdf-client.exe -ai3 -gm2
```

NOTE: Installation should be performed by an administrator account. After installation a normal user will be able to use the printer.

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Print2PDF Configuration

This part of the manual will cover configuration options. These settings will allow you to configure Print2PDF to meet your specific needs. The configuration options shown here are used to set default parameters for the current user, client installation (via Add Printer/Prepare Client) and multi-user environment (Terminal Services/Citrix).

How it works

Depending on the access rights of the user launching the **Print2PDF Configuration** determines what the user is able to configure. See below for details:

Administrators

- Can define preferences for the current logged in user (e.g. ADMINISTRATOR)
  - After clicking **OK**, all preferences are stored in the registry under: **HKEY_CURRENT_USER\Software\Software602\Print2PDF\PDF**
- Can create profiles (Profiles are named Profile.ini, Profile001.ini, etc.)
  - For the current logged in user (e.g. ADMINISTRATOR):
    - User profiles are saved to the following folder: **%appdata%\Software602\Print2PDF\Profiles**
  - For all users:
    - Enable **Make this profile visible for all users** under the **Save profile** dialog
    - Global profiles are saved to the following folder: **%systemroot%\system32\spool\drivers\w32x86\3\Profiles** **%systemroot%\system32\spool\drivers\x64\3\Profiles**
- Can distribute preferences to new clients (Add printer)
  - Enable **Distribute preferences for clients** and click **OK**
  - Only global profiles are copied to clients
  - Default preferences are saved to the following: **%systemroot%\system32\spool\drivers\print2pdf\defaults.ini**
- Can set preferences for a multi-user environment (Citrix and Terminal Services)
  - Enable **Distribute preferences to all users** and click **OK**
  - Only global profiles can be used in a multi-user environment
  - Preferences are saved to the following: **%systemroot%\system32\spool\drivers\w32x86\3\defaults.ini** **%systemroot%\system32\spool\drivers\x64\3\defaults.ini**

Normal users

- Can define preferences for the current logged in user (e.g. BOB)
  - Define preferences as normal and click **OK**
  - Stored in the registry under: **HKEY_CURRENT_USER\Software\Software602\Print2PDF\PDF**
- Can create profiles (Profiles are named Profile.ini, Profile001.ini, etc.)
  - For the current logged in user (e.g. BOB)
    - User profiles are save to the following folder: **%appdata%\Software602\Print2PDF\Profiles**

NOTE: Users from the ADMINISTATORS group have access to all options.

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Multi-language localization

Follow these instructions to produce a localized interface in your native language. The English resource should always be used as the basis for a new language.

The default location of the English language file is:

```
%ProgramFiles/Software602/Print2PDF/Lang/en-US.lng
```

Copy the above file to a new file:

```
%ProgramFiles/Software602/Print2PDF/Lang/xx-YY.lng
```

xx = Language (e.g. en = English, es = Spanish, fr = French)
YY = Location (e.g. US = United States, MX = Mexico, CA = Canada)

Find more information on Language tags here:

http://en.wikipedia.org/wiki/IETF_language_tag
http://www.w3.org/International/articles/language-tags/Overview.en.php

Please perform the following steps to localize the software:

1. Open the new **xx-YY.lng** file in your favorite plain-text editor (e.g. Notepad) and translate all the strings in this file into your native language.
2. Make sure you change the below variables as shown:

en-US.lng	xx-YY.lng	Description
Lang_name=English	Lang_name=My Language	This is the name that will be shown in the Print2PDF Configuration application
Lang_code=en-US	Lang_code=xx-YY	Internal language code, just use the name of the file without the file extension

NOTE #1: Do not remove variables from certain string (e.g. %s, %d, etc.)

NOTE #2: Only translate variables in the format VARIABLE_NAME=<string>

NOTE #3: Lines that start with # are used for comments

The above instructions will only localize the local installation. If you wish to use your new language file, you will need to open the **Print2PDF Configuration** application, select the new language and click **OK**.

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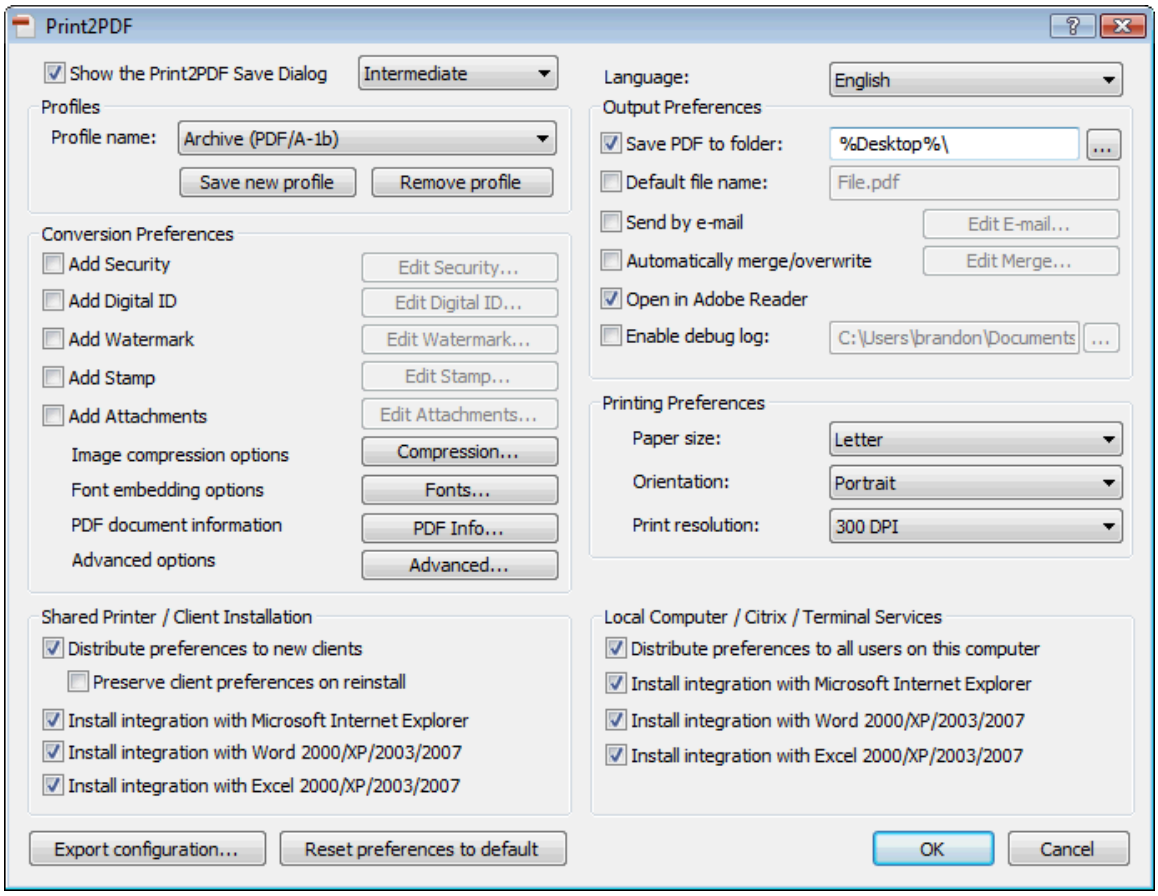
You can launch **Print2PDF Configuration** from the Print2PDF program group.



Below is an explanation of each feature and its respective use. To activate a feature, select the checkbox to the immediate left of the feature listed and de-select the check box to deactivate the feature.

Here is the list of available options:

Show the Print2PDF Save Dialog: This allows you to disable the Print2PDF dialog window from appearing whenever you print a document to the Print2PDF printer. It also eliminates the need for user intervention once the print job has been sent.

When this option is enabled you can choose which interface you would like to use:

- **Simple:** Provides access to the output PDF path, file name and the ability to automatically open the file in Adobe® Reader®.
- **Intermediate:** Provides access to PDF security, Digital ID functions, and PDF metadata information.
- **Advanced:** Provides access to all features: watermark, stamp, automatic e-mail options, compression options and font embedding.
- **Profile and output path:** Provides access to the list of profiles, output path and file name. All other interface features are not accessible.
- **Profile only:** Provides access to the list of profiles only. The user **CANNOT** change the file name or output path.

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Profiles

Print2PDF includes five built-in profiles to make PDF creation as simple as possible.

- **Standard:** Use this profile to create Adobe PDF documents suitable for reliable viewing and printing of business documents. This profile is based on the default settings of Print2PDF. The default settings are: Save PDF to folder %Desktop%, Automatically open in Adobe Reader, 300 DPI, Downsize image resolution, JPEG image compression (High quality), Remove duplicate images, Embed necessary subset and Embed licensed fonts.
- **Archive (PDF/A-1b):** Use this profile to create Adobe PDF documents that must conform to the PDF/A-1b ISO standard for long-term preservation (archival) of electronic documents. The following options are different from the **Standard** profile: Adobe PDF/A (Acrobat 8 compatible), Embed all fonts (Standard, Licensed and Simulated) and Save XMP metadata.
- **High Quality Print:** Use this profile to create very large Adobe PDF documents best suited for high quality printing. The following options are different from the **Standard** profile: 2400 DPI, ZIP image compression, Embed all fonts (Standard, Licensed and Simulated) and Fast web view.
- **Smallest File Size:** Use this profile to create very small Adobe PDF documents best suited for on-screen display, e-mail, and the Internet. The following options are different from the **Standard** profile: 144 DPI, JPEG image compression (Low quality) and Fast web view.
- **Confidential:** Use this profile to create Adobe PDF documents that contain the text 'Confidential', watermarked on all pages. The following options are different from the **Standard** profile: Add Watermark to all pages, watermark text 'Confidential' and watermark font size 96.

Depending on the profile type, the preferences are stored in different locations:

User profiles: `%appdata%\Software602\Print2PDF\Profiles\`
Global profiles (32-bit): `%systemroot%\system32\spool\drivers\w32x86\3\Profiles\`
Global profiles (64-bit): `%systemroot%\system32\spool\drivers\x64\3\Profiles\`

NOTE: Profiles are named Profile.ini, Profile001.ini, Profile002.ini, etc.

- **Profile name:** This is the name of the profile that will be visible from the profile list on the Save As dialog.
- **Save profile:** This will save the currently defined preferences into an .ini file.
  - **Make this profile visible for all users:** If this option is enabled, the profile will be stored in the Global profiles directory; otherwise it will be stored in the User profiles directory.
- **Remove profile:** This will remove the profile.

NOTE: To save or remove a Global profile on Windows Vista requires running the Configuration application as the Administrator user via the right-click Run as administrator command.

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Conversion preferences

- **Add Security:** This will allow you to limit access to PDF files created by Print2PDF. Once you enable this option, click **Edit Security...** to access all security settings. For more information see the Edit Security topic.
- **Add Digital ID:** Signing a document with a Digital ID will ensure authenticity and provide tamper-resistance. Once you enable this option, click **Edit Digital ID...** to access all of the Digital ID settings. For more information see the Edit Digital ID topic.
- **Add Watermark:** This will allow you to add a watermark to all or selected pages of your document. The **Edit Watermark...** button will open a dialog in which you will type the text for the watermark, select a font, text orientation, visibility, and specify where the watermark will appear in the document. For more information see the Edit Watermark topic.
- **Add Stamp:** This allows you to select which page(s) of the PDF you wish to have your stamp appear. Once you enable this option, click **Edit Stamp...** to access the stamp settings. For more information see the Edit Stamp topic.
- **Add Attachments:** Add PDF level file attachments using this option. For more information see the Edit Attachments topic.
- **Image compression options:** Clicking the **Compression...** button will allow you to modify image compression to change the PDF file size. For more information see the Image Compression Options topic.
- **Font embedding options:** Clicking the **Fonts...** button will open a dialog to modify how fonts will be embedded. For more information see the Font Embedding Options topic.
- **PDF document information:** Clicking the **PDF Info...** button will open a dialog to enter metadata information describing the PDF document. For more information see the PDF Document Information topic.
- **Advanced options:** This button will open a dialog to provide control over color output, resolution, rotation and optimization. For more information see the Advanced Options topic.

Output preferences

- **Save PDF to folder:** This allows you to designate an output folder for your PDF documents. Print2PDF supports the following path variables:

Value	Description
%Desktop%	The current logged in user's desktop folder
%Personal%	The current logged in user's personal folder (e.g. My Documents)
%Templates%	The current logged in user's template folder

  For a list of all variables that can be used, view the following registry key:

  ```
  HKCU\Software\Microsoft\Windows\CurrentVersion\Explorer\Shell Folders
  ```

- **Default file name:** This allows you to define a default file name that increments each time you convert a document (e.g. PDF.pdf, PDF1.pdf, PDF2.pdf). If this option is disabled, the original file name will be used.
- **Send by e-mail:** This feature will attach your PDF document to an e-mail and send it without intervention. Once you enable this option, click **Edit E-mail...** to access the e-mail settings. For more information see the Edit E-mail topic.

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- **Automatically merge/overwrite:** This will allow you to automatically merge the contents of multiple documents into a single PDF file. Once you enable this option, click **Edit Merge...** to access the merge settings. For more information see the Edit Merge topic.
- **Open in Adobe Reader:** This feature will automatically launch the Adobe® Reader® upon completion of the conversion. This allows you to view the converted document right away without having to manually open Acrobat® Reader® (Adobe® Reader® is required and is available for free from http://www.adobe.com/).
- **Enable debug log:** This feature will log debug information for use by Software602 support staff.

Printing Preferences

- **Paper Size:** Choose the paper size you want. All supported paper sizes will be listed in the drop down menu. This is based on what is available to your operating system.
- **Orientation:** Choose between portrait and landscape. Portrait is the default.
- **Print resolution:** Choose between 72, 96, 144, 300, 600, 1200 or 2400 DPI. The higher the resolution, the larger the file size.

Shared Printer / Client Installation

- **Distribute preferences to new clients:** Checking this box will distribute the Print2PDF preferences defined to all new clients.
- **Preserve client preferences on reinstall:** Checking this box will not overwrite client preferences during the reinstallation of the Print2PDF print driver (**NOTE:** Orientation, Paper Size and Resolution will **NOT** be preserved).
- **Install integration with Microsoft Internet Explorer:** Checking this box will add the Print2PDF icon to the toolbar in Microsoft Internet Explorer on all new clients for one-click PDF conversion of web pages.
- **Install integration with Word 2000/XP/2003:** Checking this box will install a macro in Microsoft® Word 2000/2002/2003/2007 on all new clients for PDF conversion with bookmarks and hyperlinks.

NOTE: To modify these settings on Windows Vista requires running the Configuration application as the Administrator user via the right-click Run as administrator command.

Local Computer / Citrix / Terminal Services

- **Distribute preferences to all users on this server:** Checking this box will distribute the Print2PDF preferences defined to all users on this server.
- **Install integration with Microsoft Internet Explorer:** Checking this box will add the Print2PDF icon to the toolbar in Microsoft Internet Explorer for all users on this server for one-click PDF conversion of web pages.
- **Install integration with Word 2000/XP/2003:** Checking this box will install a macro in Microsoft® Word 2000/2002/2003/2007 for all users on this server for PDF conversion with bookmarks and hyperlinks.

NOTE: To modify these settings on Windows Vista requires running the Configuration application as the Administrator user via the right-click Run as administrator command.

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Other options

- **Export configuration:** This button will export all currently selected preferences to the **defaults.ini** format.
- **Reset preferences to default:** This will reset preferences to default values.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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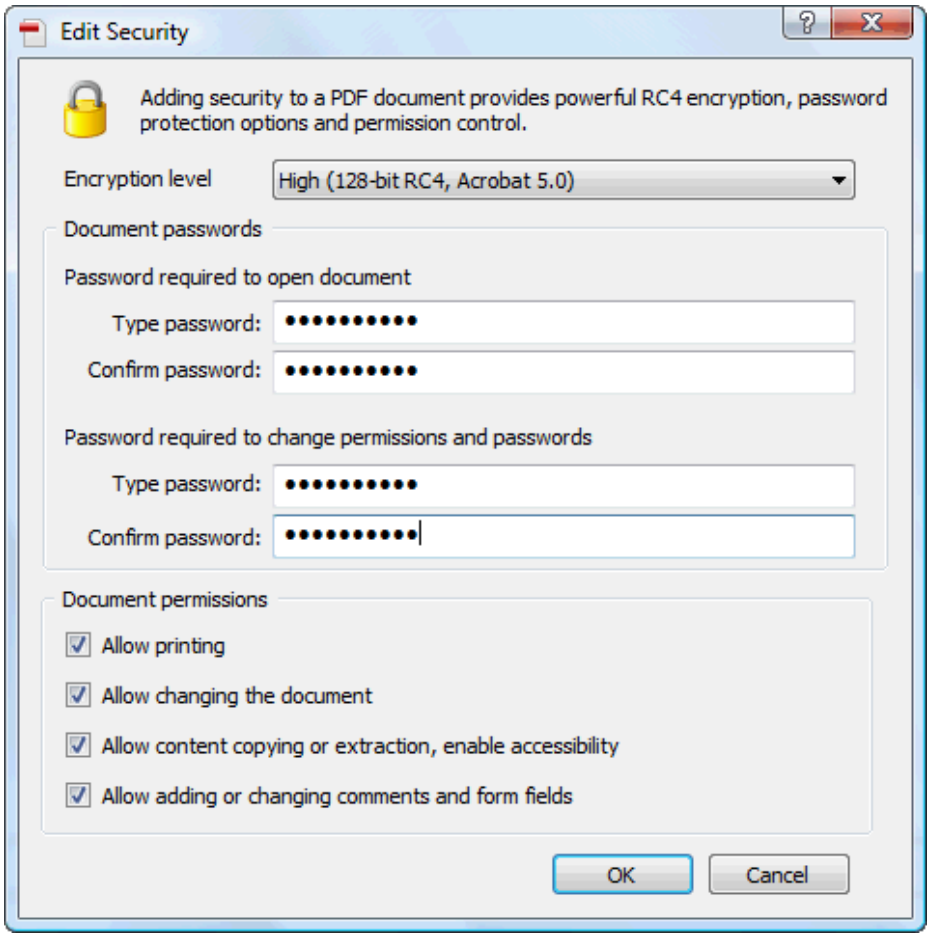
Advanced Configuration

Edit Security

Adding security to a PDF document provides powerful RC4 encryption, password protection options and permissions control.


Edit Security
Adding security to a PDF document provides powerful RC4 encryption, password protection options and permission control.
Encryption level
High (128-bit RC4, Acrobat 5.0)
Document passwords
Password required to open document
Type password:
Confirm password:
Password required to change permissions and passwords
Type password:
Confirm password:
Document permissions
Allow printing
Allow changing the document
Allow content copying or extraction, enable accessibility
Allow adding or changing comments and form fields
OK
Cancel

Here is a list of available options:

Encryption level: The Low (40-bit RC4, Acrobat 3.x, 4.x) encryption level has a much lower level of security than the High (128-bit RC4, Acrobat 5.0) level. Please note that High encryption is only compatible with Adobe® Reader® 5.0 or higher.

Document passwords:

- **Password required to open document:** Anyone that wants to open (read) the document must know this password.
- **Password required to change permissions and passwords:** Anyone who wants to change the document passwords or document permissions must know this password.

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Document permissions:

- **Allow printing:** Enable this permission to allow the document to be printed.
- **Allow changing the document:** Enable this permission to allow users to make changes.
- **Allow content copying or extraction, enable accessibility:** Enable this permission to allow users to copy text, graphics and enable the accessibility interface.
- **Allow adding or changing comments and form fields:** Enable this permission to allow users to change comments and fill in form fields.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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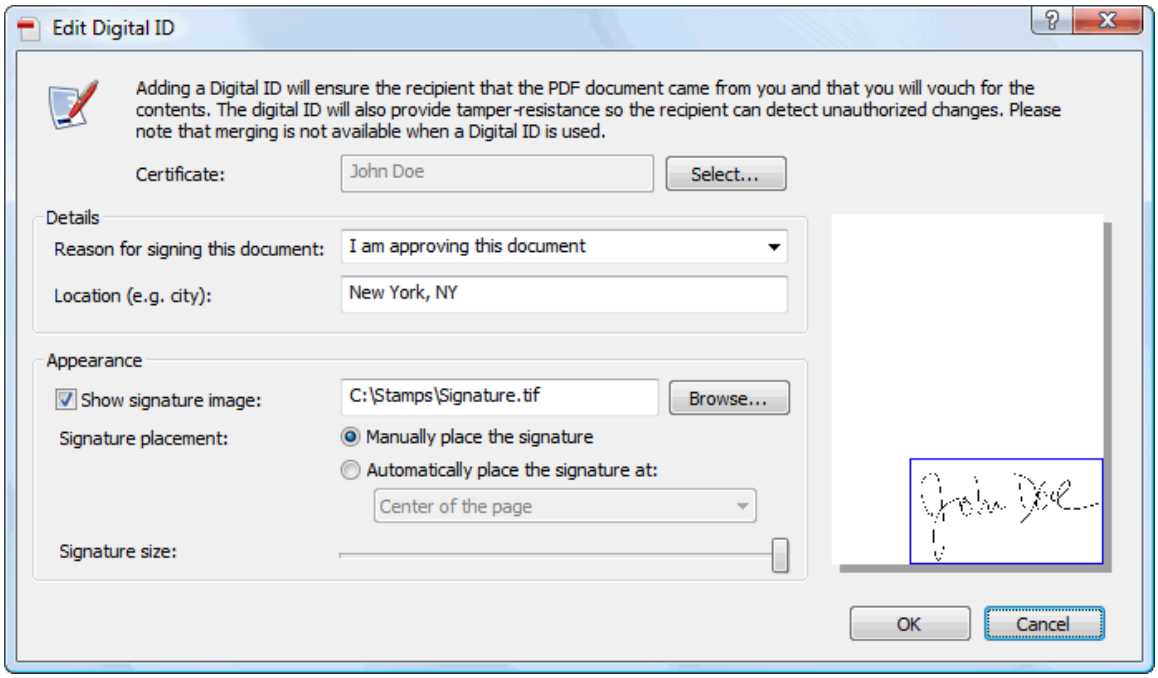
Edit Digital ID

Adding a Digital ID will ensure the recipient that the PDF document came from you and that you will vouch for the contents. The Digital ID will also provide tamper-resistance so the recipient can detect unauthorized changes.


Edit Digital ID
Adding a Digital ID will ensure the recipient that the PDF document came from you and that you will vouch for the contents. The digital ID will also provide tamper-resistance so the recipient can detect unauthorized changes. Please note that merging is not available when a Digital ID is used.
Certificate:
John Doe
Select...
Details
Reason for signing this document:
I am approving this document
Location (e.g. city):
New York, NY
Appearance
Show signature image:
C:\Stamps\Signature.tif
Browse...
Signature placement:
Manually place the signature
Automatically place the signature at:
Center of the page
Signature size:
OK
Cancel

Here is a list of available options:

- **Certificate:** Click **Select...** and choose the certificate from the Windows Certificate store you would like to sign the output PDF document with.

Details

- **Reason for signing this document:** You can specify a reason for signing the document by selecting a pre-defined reason from the list or type your own reason in this field.
- **Location:** Allows you to enter the location that the signing occurred.

Appearance

- **Show signature image:** Check this box and click **Browse...** to select the image you would like to use to represent your signature in the document.
- **Signature placement:** The signature image can be manually placed on the page by dragging it with the mouse on the preview to the right or use a predefined page position by selecting an option from the combo box.
- **Signature size:** Drag the slider to set the size of the signature image on the page.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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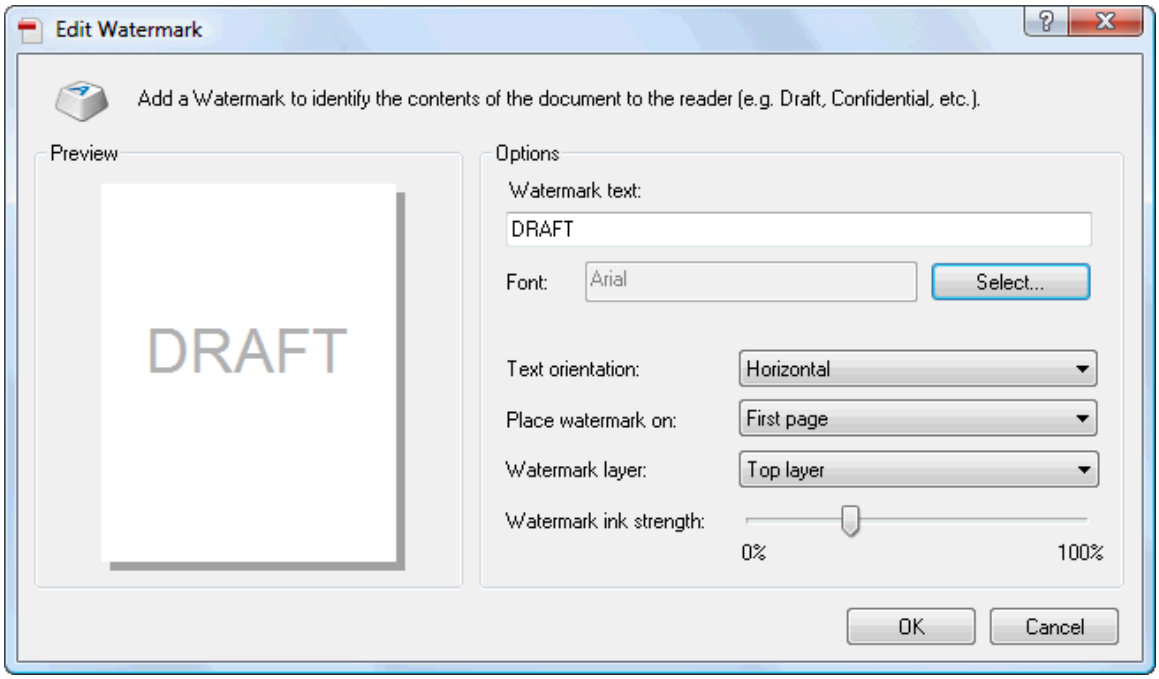
Edit Watermark

Add a Watermark to identify the contents of the document to the reader (e.g. Draft, Confidential, Top Secret, etc.).



Here is a list of available options:

- **Watermark text:** Type the text you want for the watermark. To insert the page number, enter **%P** (e.g. PAGE %P will yield, PAGE 1, PAGE2, etc.).
- **Font:** Click the **Select...** button and select the font, style and size you want for the watermark.
- **Text orientation:** Specify how the text will appear on the document.
- **Place watermark on:** Specify where the watermark will appear on the document.
- **Watermark layer:** Specify whether the watermark will appear above or below the document contents. Please note that some applications will fill the entire background with white before printing. You must use the top layer when printing from these applications or the watermark will be hidden.
- **Watermark ink strength:** Drag the slider to set the ink strength of the watermark.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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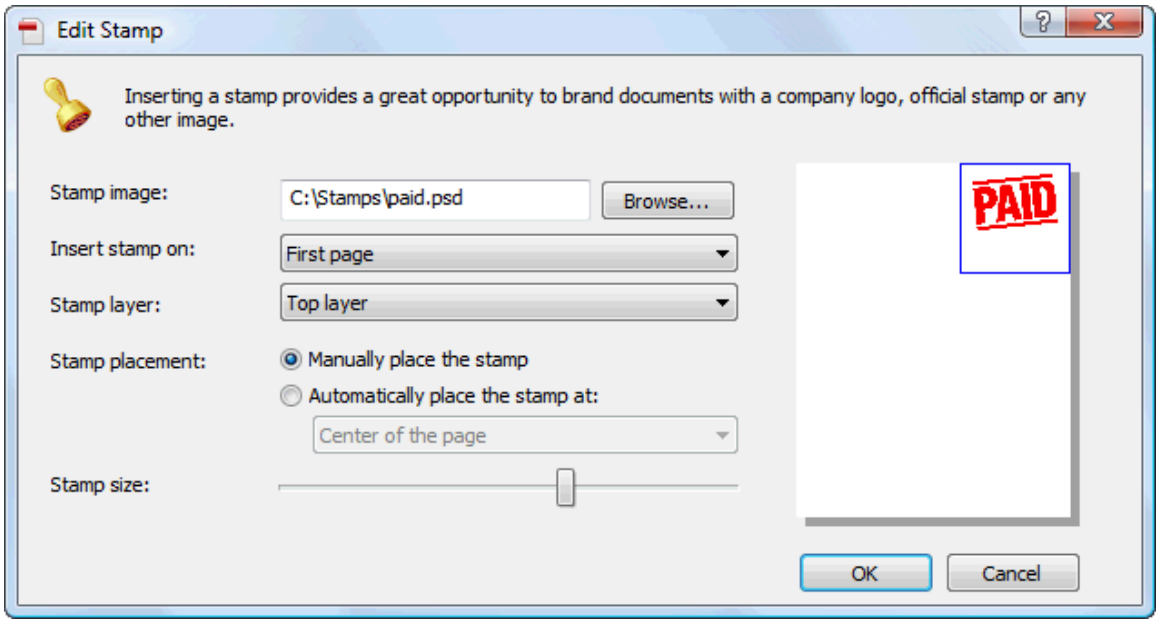
Edit Stamp

Inserting a stamp provides a great opportunity to brand documents with a company logo, official stamp or any other image.



Here is a list of available options:

- **Stamp image:** Click the **Browse...** button to select the image you would like to use as a stamp (e.g. official stamp, company logo).
- **Insert stamp on:** Specify where the stamp will appear on the document.
- **Stamp layer:** Specify whether the stamp will appear above or below the document contents. Please note that some applications will fill the entire background with white before printing. You must use the top layer when printing from these applications or the stamp will be hidden.
- **Stamp placement:** The stamp can be manually placed on the page by dragging it with the mouse on the preview to the right or use a predefined page position by selecting an option from the combo box.
- **Stamp size:** Drag the slider to set the size of the stamp on the page.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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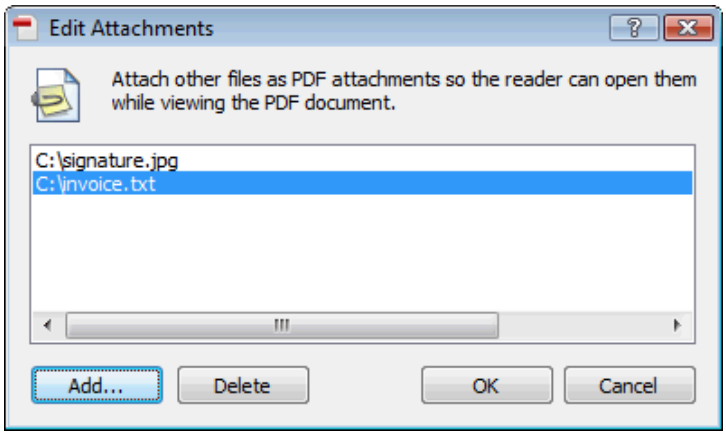
Edit Attachments

Attach other files as page-level attachments so the reader can open them while viewing the PDF document.

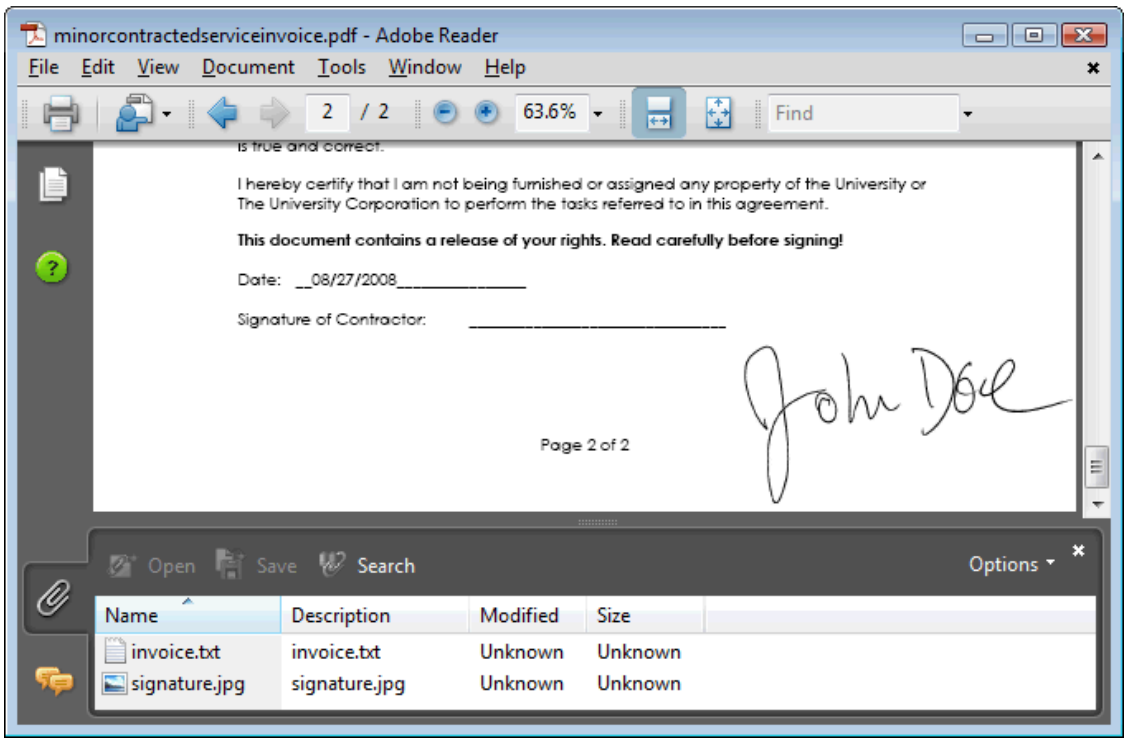


Here is a list of available options:

- **Add:** Select a file to attach to this PDF document.
- **Delete:** To remove a file attachment, select the attachment from the list and click the **Delete** button.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

Example of how the attachments will appear in Adobe® Reader®:



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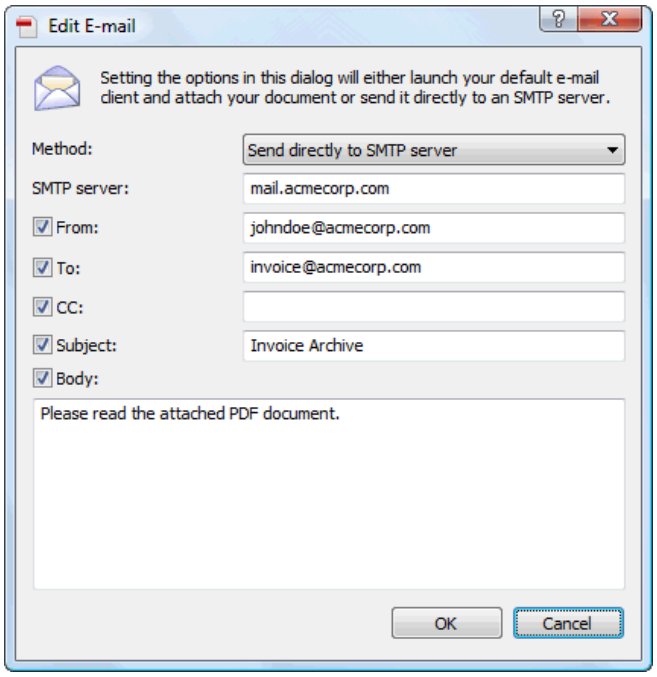
Edit E-mail

Setting the options in this dialog will either launch your default e-mail client and attach your document or send it directly to an SMTP server.



Here is a list of available options:

- **Method:** Print2PDF supports multiple methods of sending via e-mail.
    - **Launch default e-mail client:** Launches the default e-mail client specified in the operating system and attaches the PDF file. The user must complete the sending process.
    - **Send using default e-mail client:** Launches the default e-mail client specified in the operating system, attaches the PDF file and attempts[2] to automatically send the e-mail.
    - **Send directly to SMTP server:** Uses the built-in SMTP client to send the e-mail with the PDF attachment to the designated SMTP server. No default e-mail client is needed. **This method is 100% automated.**
- **From:** This is the address that the e-mail will come from.
- **To:** This is the address that the e-mail will be sent to.
- **CC:** This is the address where a copy of the e-mail will be sent.
- **Subject:** This is the subject of the e-mail.
- **Body:** This is the text that will be used for the body of the e-mail.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

[2] A message may appear prompting you that e-mail is being sent when using this option. This is due to security improvements in Outlook and Outlook Express.

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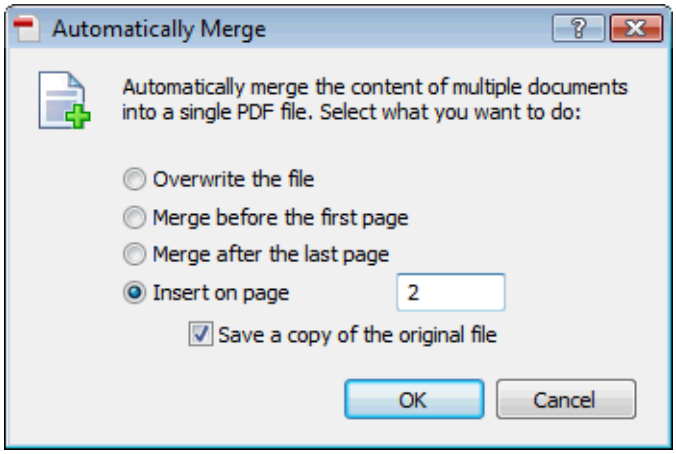
Edit Merge

Automatically merge the contents of multiple documents into a single PDF file.


Automatically Merge
Automatically merge the content of multiple documents into a single PDF file. Select what you want to do:
Overwrite the file
Merge before the first page
Merge after the last page
Insert on page
2
Save a copy of the original file
OK
Cancel

Here is a list of available options:

- **Overwrite the file:** Will replace the original file with the new file.
- **Merge before the first page:** Will merge the new file before the first page in the original document.
- **Merge after the last page:** Will merge the new file after the last page in the original document.
- **Insert on page:** Will insert the new file on the selected page in the original document.
- **Save a copy of the original file:** Will automatically create and save a copy of the original file. This option will append **–original** to the original file name (e.g. document.pdf will become document-original.pdf).

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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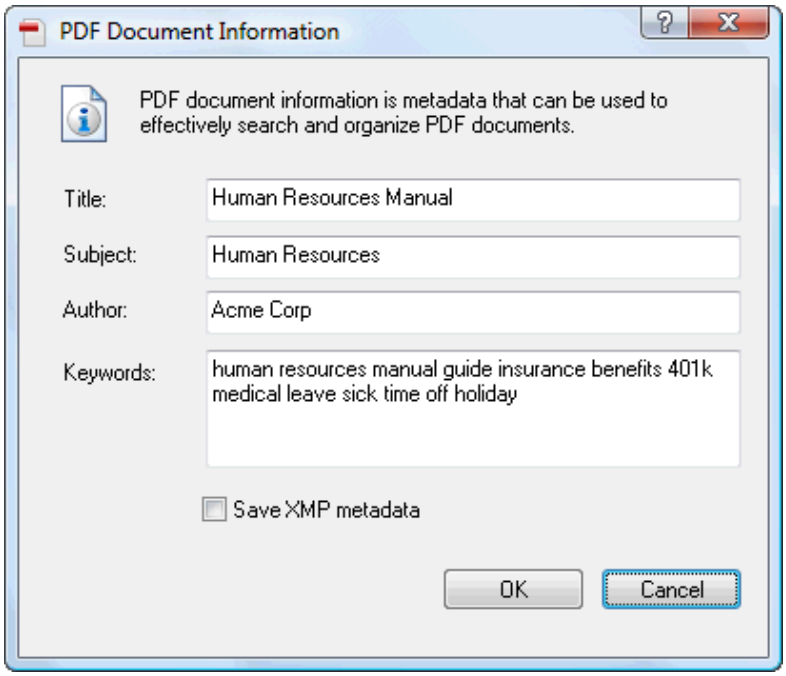
PDF Document Information

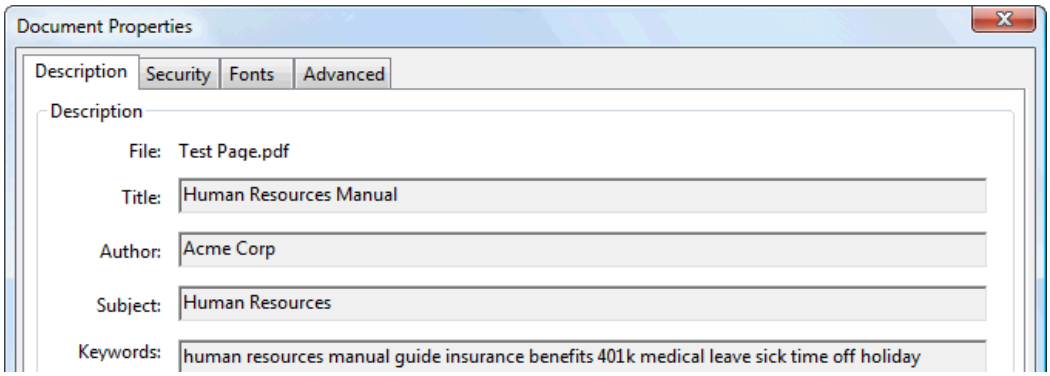
PDF document information is metadata that can be used to effectively search and organize PDF documents. Search engines commonly use metadata to effectively index a document.



Here is a list of available options:

- **Title:** Enter the title of this document.
- **Subject:** Enter the subject this document is about.
- **Author:** Enter the author's name.
- **Keywords:** Enter the keywords for this document.
- **Save XMP metadata:** Save metadata in the Extensible Metadata Platform (XMP) format. Learn more about XMP, here.

Example of how metadata appears in Adobe® Reader®:



Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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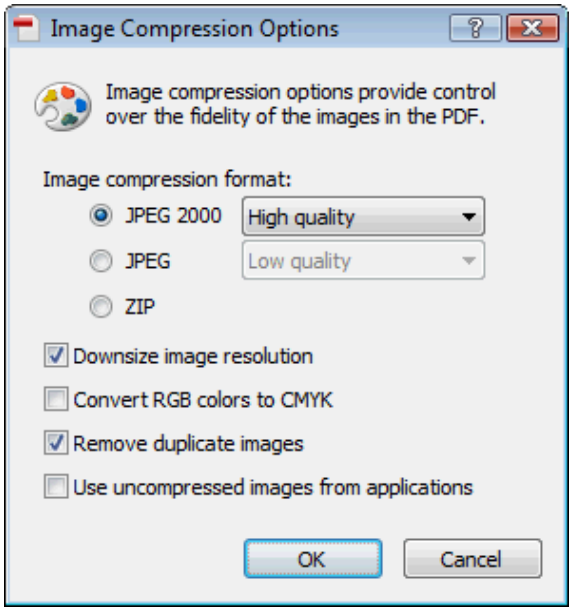
Image Compression Options

Image compression provides control over image fidelity in the output PDF document.



Here is a list of available options:

- **Downsize image resolution:** This option will reduce the resolution of images to the value set in **Print resolution**. This option is recommended as downsizing images can reduce the size of the PDF file. If the print resolution is greater than the image resolution, Print2PDF will not change the image resolution.

- **Image compression format:** Compressing images will result in much smaller PDF files. There are two compression methods offered in Print2PDF:

    - **JPEG 2000:** This method is suitable for large grayscale and color images. JPEG 2000 is a new compression standard developed to replace the original JPEG standard. JPEG 2000 operates in lossy or lossless mode. Lossy means that it removes image data and may reduce image quality, but it attempts to do so with minimal loss. Lossless means it will not affect image quality. The quality determines which mode is used. **Requires Adobe Reader 6 or greater to view.**

    - **JPEG:** This method is suitable for moderate sized grayscale and color images. JPEG is *lossy*, which means that it removes image data and may reduce image quality, but it attempts to do so with minimal loss. The **Quality** determines the amount of compression used. **High quality** means less compression (larger file size) and **Low quality** means more compression (smaller file size).

    - **ZIP:** This method is good to use on images with large areas of single colors or repeating patterns. The ZIP method is *lossless*, which means it will not affect image quality.

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- **Convert RGB colors to CMYK:** Enable this option to convert RGB colors to CMYK. Make sure you have a CMYK profile associated with the Print2PDF printer.
- **Remove duplicate images:** Removes duplicate images.
- **Use uncompressed images from applications:** Instructs GDI to send uncompressed images instead of compressed images.

NOTE: ZIP compression is always used for images with 256 colors or less and CCITT compression is always used for black and white (1-bit) images.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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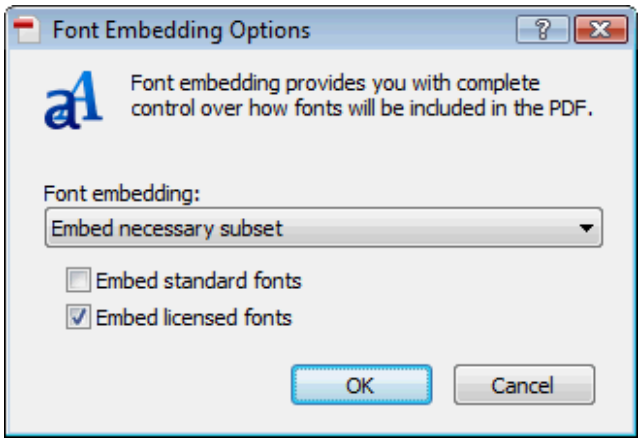
Font Embedding Options

Font embedding provides you with complete control over how fonts will be included in the output PDF document.


Font Embedding Options
Font embedding provides you with complete control over how fonts will be included in the PDF.
Font embedding:
Embed necessary subset
Embed standard fonts
Embed licensed fonts
OK
Cancel

Here is a list of available options:

- **Font embedding:** Embedding fonts will result in a larger but more portable PDF file. There are three possible options:
    - **Don't embed fonts:** Places a description of the font into the PDF but does not embed the actual font. These files are the smallest and will display well on any machine that has the specified fonts installed. Do not use this option with double-byte fonts (e.g. Asian fonts).
    - **Embed all fonts:** Will embed all fonts within the PDF, thus increasing the file size. When the fonts are embedded, the PDF output will display correctly in any reader, even if the machine does not have the specified fonts installed.
    - **Embed necessary subset:** Has the same effect as Embed all fonts, except it only embeds the relevant parts of each font into the PDF output. This normally results in a significant reduction in file size.
- **Embed standard fonts:** Will embed the base 14 fonts.
- **Embed licensed fonts:** Will embed fonts that require a license.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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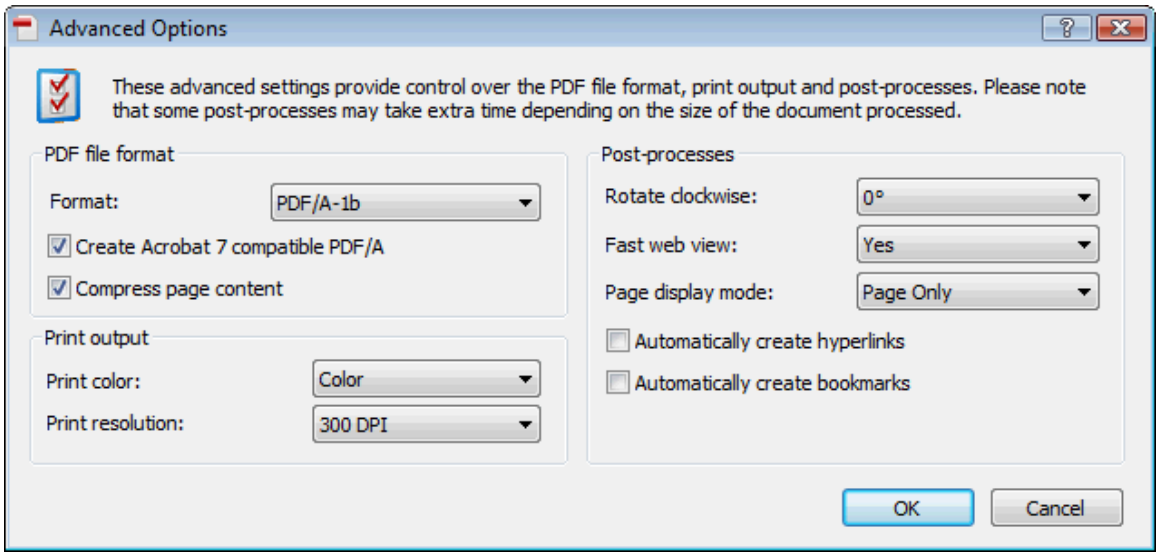
Advanced Options

These advanced settings provide control over the PDF file format, print output and post-processes. Please note that some post-processes may take extra time depending on the size of the document processed (e.g. Automatic bookmarks).



Here is a list of available options:

PDF file format

- **Format:** Determines the output file format, **PDF** will result in an Adobe 1.3 PDF, **PDF 1.4** will result in an Adobe 1.4 PDF, **PDF/A** will result in an PDF/A compliant file for Acrobat 8+, and **PDF/X** will result in an PDF/X compliant file. If you are creating PDF/A output and you must have compatibility with Acrobat 7, please enable the option **Create Acrobat 8 compatible PDF/A**.
- **Compress page content:** This will compress (deflate) the content of each page to further reduce the PDF file size.

NOTE: There is no way to create PDF/A files that will validate compliant in both Acrobat 7 and Acrobat 8+. Although Acrobat 8+ is more conformant to the ISO 19005-1 specification, Acrobat 7 will not validate the file as PDF/A.

Print output

- **Print color:** This specifies if the printed output will be in **Color** or black and white **Gray Scale**.
- **Print resolution:** Choose between 72, 96, 144, 300, 600, 1200 or 2400 DPI. The higher the resolution the larger the file size.

Post-processes

- **Rotate clockwise:** Rotate the entire document clockwise by the degrees specified.
- **Fast web view:** Linearize the PDF for fast viewing from the web.

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- **Page display mode:** This option determines which panes and tabs are displayed in the Adobe® Reader® application.
- **Automatically create hyperlinks:** Attempts to find text that has certain prefixes and marks that text as a hyperlink (default prefixes are as follows: http://;https://;www.;mailto:;ftp://). See the **Developer Guide** for more information on how to customize this feature.
- **Automatically create bookmarks:** Automatically convert titles in the document to PDF bookmarks. This will search the document for the three largest font sizes and create a bookmark tree three levels deep containing these bookmarks. See the **Developer Guide** for more information on how to customize this feature.

NOTE: Print resolution cannot be changed once printing has started (e.g. from the Save PDF File As dialog). Please use the Print2PDF Configuration application to change this value.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

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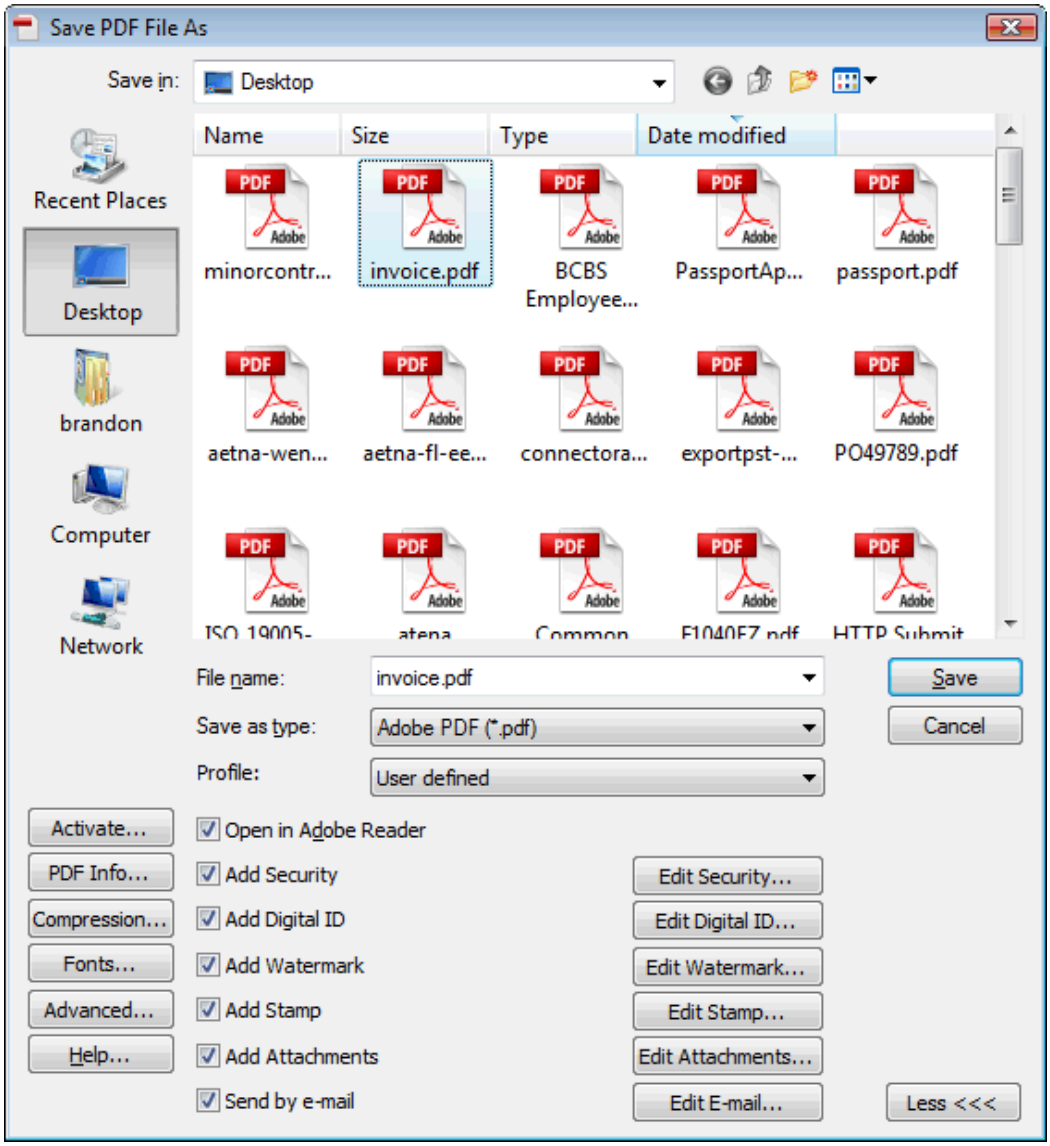
Creating PDF documents using Print2PDF

Print2PDF Save As Dialog

Print2PDF cannot be launched as a stand-alone application. To access this dialog, you must create a print job and send it to the Print2PDF printer.



Here is a list of available options:

- **File name:** Enter a name for the output PDF.
- **Profile:** Choose a profile from the list. This will change the settings based on what is contained in the profile. For more information see the Profiles topic.
- **Open in Adobe Reader:** This feature will automatically launch the Adobe® Reader® upon completion of the conversion. This allows you to view the converted document right away without having to manually open Acrobat® Reader® (Available for free from http://www.adobe.com/).

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- **Add Security:** This will allow you to limit access to PDF files created by Print2PDF. Once you enable this option, click **Edit Security...** to access all security settings. For more information see the Edit Security topic.
- **Add Digital ID:** Signing a document with a Digital ID will ensure authenticity and provide tamper-resistance. Once you enable this option, click **Edit Digital ID...** to access all of the Digital ID settings. For more information see the Edit Digital ID topic.
- **Add Watermark:** This will allow you to add a watermark to all or selected pages of your document. The **Edit Watermark...** button will open a dialog in which you will type the text for the watermark, select a font, text orientation, visibility, and specify where the watermark will appear in the document. For more information see the Edit Watermark topic.
- **Add Stamp:** This allows you to select which page(s) of the PDF you wish to have your stamp appear. Once you enable this option, click **Edit Stamp...** to access the stamp settings. For more information see the Edit Stamp topic.
- **Add Attachments:** Add PDF level file attachments using this option. For more information see the Edit Attachments topic.
- **Send by e-mail:** This feature will attach your PDF document to an e-mail and send it without intervention. Once you enable this option, click **Edit E-mail...** to access the e-mail settings. For more information see the Edit E-mail topic.
- **Activate:** When the product is in trial mode, this button will launch the **Product Activation** dialog so you activate the product. For more information see the Product Activation topic.
- **PDF Info:** This button will open a dialog to enter metadata information describing the PDF document. For more information see the PDF Document Information topic.
- **Compression:** This button will allow you to modify image compression to change the PDF file size. For more information see the Image Compression Options topic.
- **Fonts:** This button will open a dialog to modify the font embedding rules. For more information see the Font Embedding Options topic.
- **Advanced:** This button will open a dialog to provide control over color output, resolution, scaling, viewer options, rotation and optimization. For more information see the Advanced Options topic.
- **More >>>:** Will expand the **Save PDF File As** dialog to show more options available for PDF document creation.
- **Less <<<:** Will shrink the **Save PDF File As** dialog and show only the basic set of options.

Click **Save** to create the PDF with the options specified. Click **Cancel** to close the dialog box without saving any changes.

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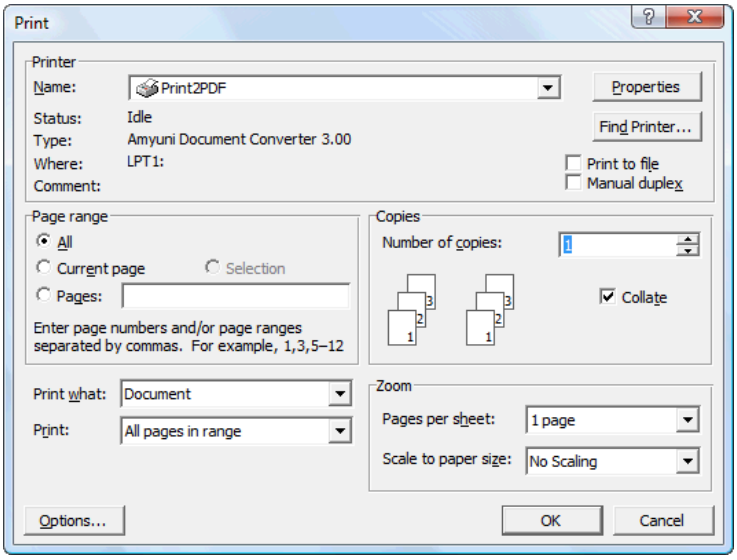
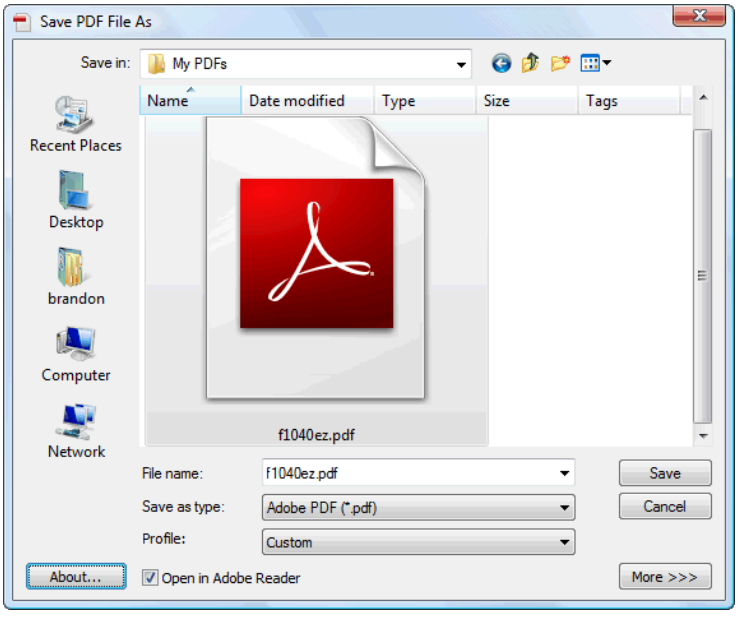
How to use Print2PDF

1. Open a document in your favorite application (e.g. Microsoft Word).
2. Click on **File** and select **Print** from the drop down menu.
3. In the printer dialog box, select **Print2PDF** from the list containing all of the printers installed on your PC.



4. Click **Print**.
5. The Print2PDF **Save PDF File As** dialog box will appear.



6. In the **File name** field, enter a name for the new PDF file.
7. You may select the folder you would like the new file to be saved by clicking one of the predefined locations on the left (e.g. **Desktop**, **My Computer**) or choose the folder by clicking **Save in:** at the top of the dialog.
8. To create your new PDF document, click the **Save** button.

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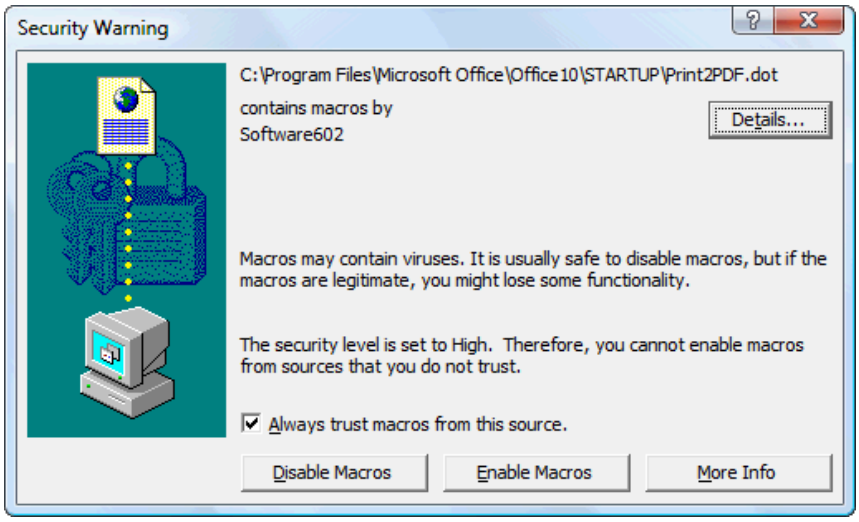
How to use Print2PDF from Microsoft Internet Explorer

Print2PDF can also be accessed via the toolbar icon in Microsoft® Internet Explorer for quick and easy web page conversion to the PDF format. By clicking the Print2PDF icon, the current web page will be sent to the Print2PDF printer. This feature is useful for sharing web pages with others.

CNN.com - Breaking News, U.S., World, Weather, Entertainment & Video News - Windows Internet Ex...
http://www.cnn.com/
Google
CNN.com - Breaking News, U.S., World, Weather,...
AMERICAN MORNING
SITUATION ROOM
LOU DOBBS TONIGHT
PAULA ZAHN NOW
CNN.com
Member Center: Sign In | Register
SEARCH
THE WEB
CNN.COM
Home World U.S. Weather Business Sports Analysis Politics Law Tech Science Health
UPDATED: 11:54 a.m. EDT, June 14, 2007
LATEST NEWS
TOP STORIES
MOST POPULAR
Power partially restored to space station
Police search wasteland for missing British girl
Ex-U.N. chief with Nazi past dies
Sunni mosques hit after blast at Samarra shrine
WTAE: Police: Sitter in fatal fire may not exist
U.S. camera shows rescue, death in Rio Grande
Ticker: Clintons disclosure up to $50 million
Baby fight 'more than worth it,' Birkhead says
Possible early signs of ovarian cancer identified
KCCI: Woman faces jail in toilet paper theft
Hilton out of medical ward, back at women's jail
Leno, Jon Stewart get in on ribbing 'Sopranos'
CNN Wire: Latest updates on world's top stories
Smoke rises over Gaza today.
Palestinian battle for control sparks bloodbath
Done
Internet | Protected Mode: On
100%

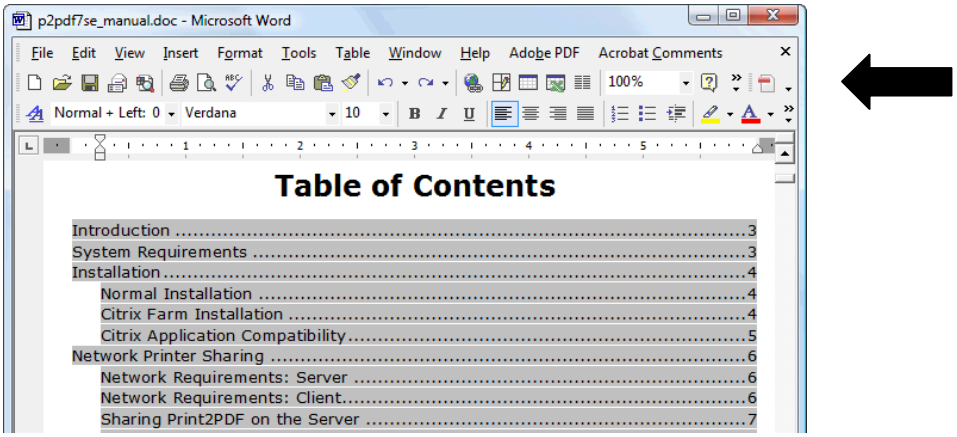
How to use Print2PDF from Microsoft Word

A macro is automatically installed in Microsoft® Word for easy PDF creation. If your security settings are set to Medium or High, Word will display a macro warning when opening a document. Just select **Always trust macros from this source** and click **Enable Macros**. This will allow you to use the Print2PDF macro. See below:


Security Warning
C:\Program Files\Microsoft Office\Office10\STARTUP\Print2PDF.dot
contains macros by
Software602
Details...
Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.
The security level is set to High. Therefore, you cannot enable macros from sources that you do not trust.
Always trust macros from this source.
Disable Macros
Enable Macros
More Info

Now we will create a PDF document from Word, do the following:

1. Open a document in Word.
2. Click the **Create PDF** icon on the toolbar.


p2pdf7se_manual.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments
Table of Contents
Introduction 3
System Requirements 3
Installation 4
Normal Installation 4
Citrix Farm Installation 4
Citrix Application Compatibility 5
Network Printer Sharing 6
Network Requirements: Server 6
Network Requirements: Client 6
Sharing Print2PDF on the Server 7

3. Configure the options as needed from the **Save As** dialog.
4. Click **Save**.

When you create a PDF from Microsoft® Word using the **Create PDF** macro, Print2PDF will scan the document for headings (Heading 1 – Heading 9) and hyperlinks. These elements will be included in the PDF as bookmarks and web links.

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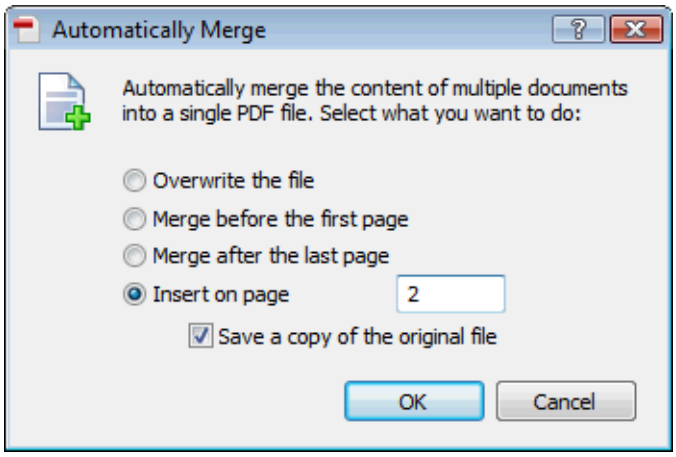
How to merge with Print2PDF

Create a single PDF from multiple sources (web pages, e-mail, Microsoft® Word) to deliver one document that anyone can open. When you attempt to overwrite a file, Print2PDF will prompt you to overwrite or merge the output to the current PDF.


Automatically Merge
Automatically merge the content of multiple documents into a single PDF file. Select what you want to do:
Overwrite the file
Merge before the first page
Merge after the last page
Insert on page
2
Save a copy of the original file
OK
Cancel

To merge PDF files using Print2PDF, do the following:

1. Create the first PDF file as normal.
2. Print the second document to the Print2PDF printer and attempt to overwrite the first PDF by selecting it in the **Save PDF File As** dialog. Then click **Save**.
3. The **Overwrite or Merge** dialog will appear. This dialog will allow you to replace the original file with the new file or merge the new file with the original document.

    - **Overwrite the file:** Will replace the original file with the new file.
    - **Merge before the first page:** Will merge the new file before the first page in the original document.
    - **Merge after the last page:** Will merge the new file after the last page in the original document.
    - **Insert on page:** Will insert the new file on the selected page in the original document.
    - **Save a copy of the original file:** Will automatically create and save a copy of the original file. This option will append **–original** to the original file name (e.g. document.pdf will become document-original.pdf).

4. Click **OK** to confirm all settings and create the merged PDF.

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Converting documents using Print2PDF

File Types

Print2PDF allows you to convert office document directly to PDF without opening the file in the respective application to print. Print2PDF provides automatic conversion using the **Print2PDF Batch Conversion** application.

Print2PDF can convert the following file types through automatic printing:

- AutoCAD DWF Files (*.DWF)
- Microsoft Word Documents (*.DOC)
- Microsoft XML Word Documents (*.DOCX)
- Microsoft Excel Documents (*.XLS)
- Microsoft XML Excel Documents (*.XLSX)
- Microsoft PowerPoint Documents (*.PPT)
- Microsoft XML PowerPoint Documents (*.PPTX)
- Microsoft Visio Documents (*.VSD)
- Microsoft Publisher Documents (*.PUB)
- Rich Text Format Documents (*.RTF)
- HTML Documents (*.HTM, *.HTML)
- Text Files (*.TXT)

Installed applications required for automatic printing:

- Autodesk® Design Review 2008 (.DWF)
- Microsoft® Word 2000, 2002, 2003, or 2007 (.DOC, .DOCX)
- Microsoft® Excel 2000, 2002, 2003, or 2007 (.XLS, .XLSX)
- Microsoft® PowerPoint 2000, 2002, 2003, or 2007 (.PPT, .PPTX)
- Microsoft® Visio 2000, 2002, or 2003 (.VSD)
- Microsoft® Publisher 2000, 2002, or 2003 (.PUB)
- Microsoft® Internet Explorer 6.0+ (.HTM, .HTML)

Internally converted file types that do not require a host application:

- JPEG Pictures (*.JPG, *.JPEG, *.JPE)
- GIF Pictures (*.GIF)
- Windows Bitmap (*.BMP)
- PNG Pictures (*.PNG)
- TIFF Pictures (*.TIF, *.TIFF)
- Windows Metafile (*.WMF)
- Adobe PDF Files (*.PDF)

The above image file types will be converted directly to PDF. True color images are reduced to 256 colors with ZIP compression. Adobe PDF files will be processed will some limitations, see the Adobe PDF Files topic for more information.

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Adobe PDF Files

The **Print2PDF Batch Conversion** application can process existing Adobe PDF files (*.PDF), but not all Print2PDF features are supported. See below for more details:

Supported features

- Add Security
- Add Digital ID
- Add Stamp
- PDF document information
- PDF file format (see details)
- Rotate clockwise
- Fast web view
- Page display mode
- Automatically create hyperlinks
- Automatically create bookmarks
- Send by e-mail

Unsupported features

- Add Watermark
- Image compression options
- Font embedding options
- Print resolution
- Save XMP metadata
- etc...

PDF file format

Determines the output file format, **Adobe PDF** will not change the version in the PDF header, **Adobe PDF 1.4** will change the version to 1.4, **Adobe PDF/A Acrobat 7 compatible** will result in an PDF/A compliant file for Acrobat 7, and **Adobe PDF/A Acrobat 8 compatible** will result in an PDF/A compliant file for Acrobat 8.

NOTE: Print2PDF will ATTEMPT to convert the existing PDF file based on the selected output file format, but no guarantees can be made on success (e.g. if fonts are not embedded in the original PDF, it is impossible to convert this file to PDF/A since this standard requires font embedding).

Usage examples

- Batch web linearize PDF files (fast web view)
- Batch digitally sign PDF files
- Batch encrypt PDF files
- Batch convert PDF files to PDF/A
- Batch stamp PDF files with a company logo

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Microsoft Office Configuration

Before using the automated applications included with Print2PDF, we suggest you do the following to make Microsoft Word ready for automated use (other Microsoft Office products, e.g. Excel, should be configured the same way). The following steps will help eliminate pop-up dialogs that could interrupt PDF conversion.

If you have previously modified Microsoft Word setting through **Distributed COM Configuration Properties**, you will need to set it back to the original setting (the **Identity** tab must be set to **The launching user**). If you are not sure, we recommend reinstalling Microsoft Word.

1. Start **Microsoft Word**. This will force the application to register itself.
2. Close all pop-up windows.
3. Click **Help** - **Hide the Office Assistant**.
4. If you are using Microsoft Word 2003, click **Help** - **Customer Feedback Options**. Select **No, I don't wish to participate** and then click **OK**.
5. Exit **Microsoft Word**.

NOTE: If you have any third party macro or add-ins installed, we recommend that you remove or disable them since they often add an extra overhead and may slow down or interrupt the PDF conversion process.

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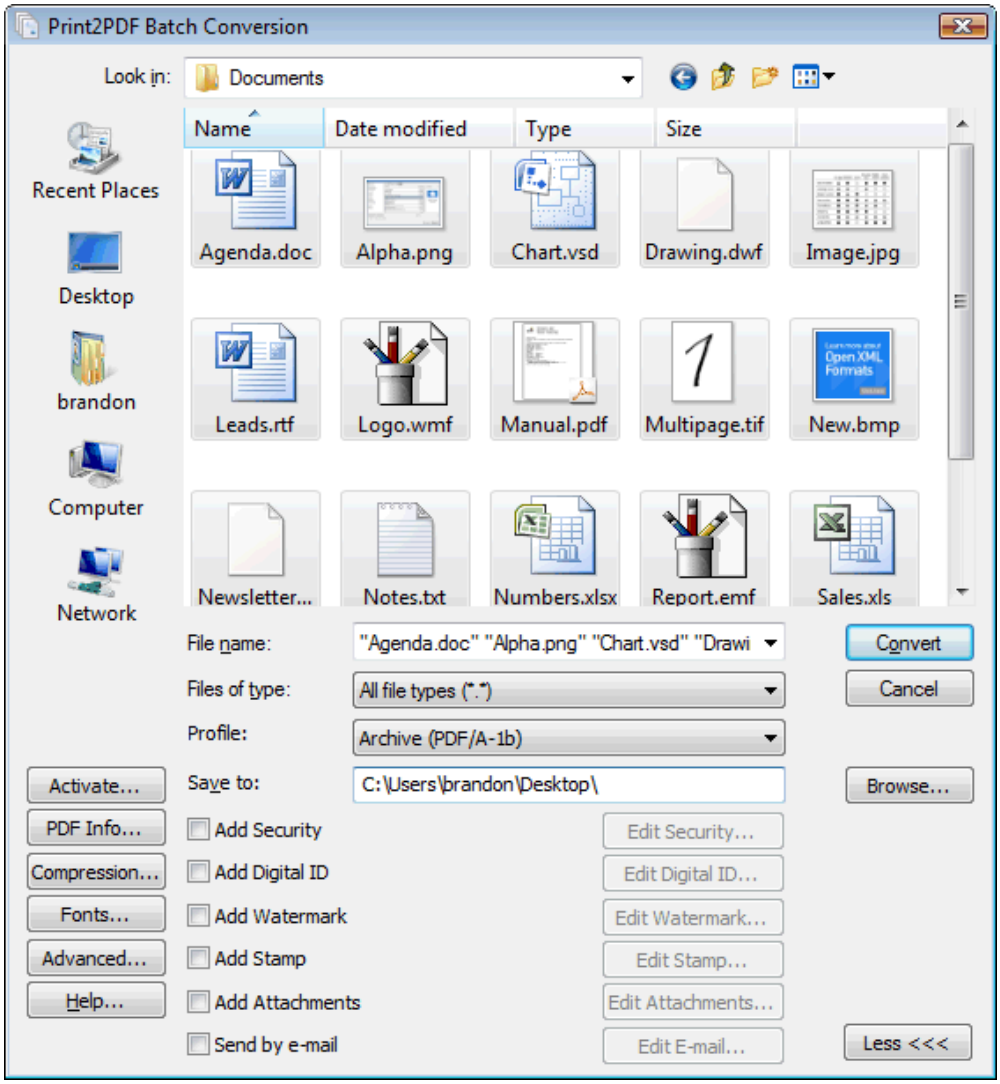
Print2PDF Batch Conversion

You can launch batch conversion from **Start** – **Programs** – **Print2PDF**.



Here is a list of available options:

- **File name:** Enter the name(s) of the file(s) you want to convert. Hold the **CTRL** key or **SHIFT** key on the keyboard and left click with the mouse to select multiple files you wish to convert.
- **Files of type:** You can filter the file list to only show the specified file type selected here.
- **Profile:** Choose a profile from the list. This will change the settings based on what is contained in the profile. For more information see the Profiles topic.
- **Save to:** Click the **Browse...** button to choose the folder that the converted files will be saved to.
- **Add Security:** This will allow you to limit access to PDF files created by Print2PDF. Once you enable this option, click **Edit Security...** to access all security settings. For more information see the Edit Security topic.

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- **Add Digital ID:** Signing a document with a Digital ID will ensure authenticity and provide tamper-resistance. Once you enable this option, click **Edit Digital ID...** to access all of the Digital ID settings. For more information see the Edit Digital ID topic.
- **Add Watermark:** This will allow you to add a watermark to all or selected pages of your document. The **Edit Watermark...** button will open a dialog in which you will type the text for the watermark, select a font, text orientation, visibility, and specify where the watermark will appear in the document. For more information see the Edit Watermark topic.
- **Add Stamp:** This allows you to select which page(s) of the PDF you wish to have your stamp appear. Once you enable this option, click **Edit Stamp...** to access the stamp settings. For more information see the Edit Stamp topic.
- **Add Attachments:** Add PDF level file attachments using this option. For more information see the Edit Attachments topic.
- **Send by e-mail:** This feature will attach your PDF document to an e-mail and send it without intervention. Once you enable this option, click **Edit E-mail...** to access the e-mail settings. For more information see the Edit E-mail topic.
- **Activate:** When the product is in trial mode, this button will launch the **Product Activation** dialog so you activate the product. For more information see the Product Activation topic.
- **PDF Info:** This button will open a dialog to enter metadata information describing the PDF document. For more information see the PDF Document Information topic.
- **Compression:** This button will allow you to modify image compression to change the PDF file size. For more information see the Image Compression Options topic.
- **Fonts:** This button will open a dialog to modify the font embedding rules. For more information see the Font Embedding Options topic.
- **Advanced:** This button will open a dialog to provide control over color output, resolution, scaling, viewer options, rotation and optimization. For more information see the Advanced Options topic.
- **More >>>:** Will expand the **Select Files to Convert** dialog to show more options available for PDF document conversion.
- **Less <<<:** Will shrink the **Select Files to Convert** dialog and show only the basic set of options.

Click **Convert** to convert the select files to PDF with the options specified. Click **Cancel** to close the dialog box without saving any changes.

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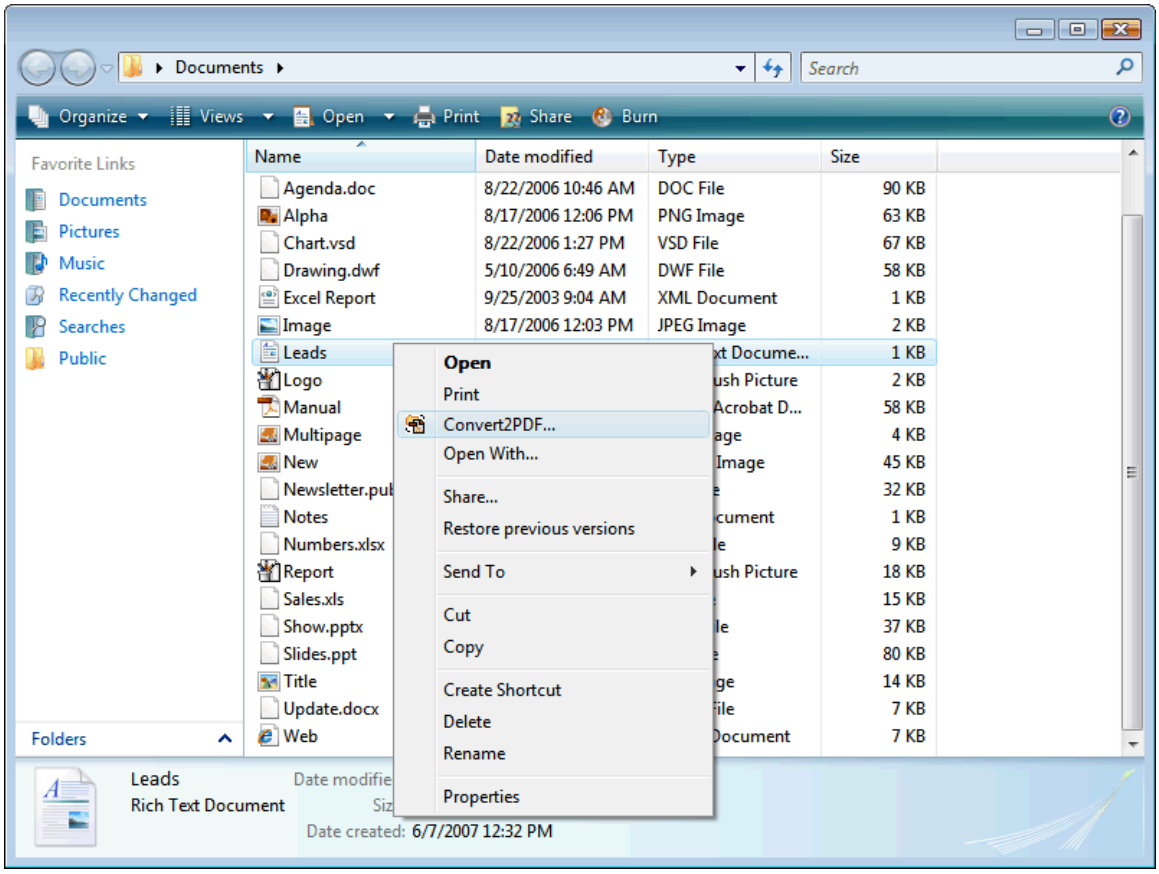
How to convert files from Windows Explorer

To convert a file using **Print2PDF**, do the following:

1. Open **Windows Explorer** or **My Computer** and navigate to the file(s) you wish to convert.
2. **Left click** the file (Hold the **CTRL** key or **SHIFT** key on the keyboard to select multiple files).
3. **Right click** the file.
4. Choose **Convert2PDF** from the popup menu.



You will see the conversion status dialog box appear while the file is being converted. The PDF document will be placed in the same folder as the original and will have the same name as the original but it will maintain the PDF file extension.

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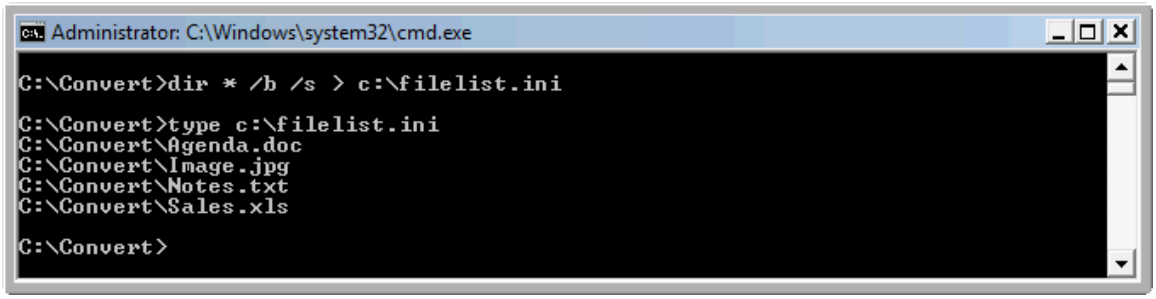
How to use Print2PDF from the command-line

Print2PDF Batch Covnersion can be automated from the command-line to provide directory-based conversion on-demand or it can be integrated as a Scheduled Task to provide daily conversion. Just copy the files to be converted into a separate directory and run the following commands to automate document conversion.

Use the following command to create a file list from a directory:

```
dir [path] /b /s > c:\filelist.ini
```

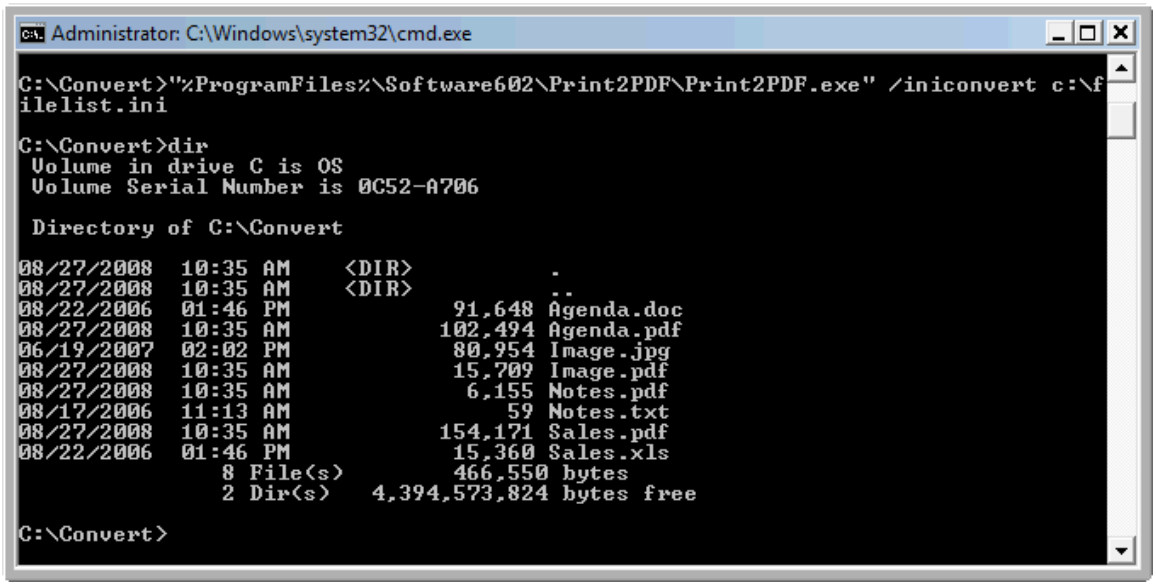
Example:



Now run the following command to convert this list of files to PDF:

```
"%ProgramFiles%\Software602\Print2PDF\Print2PDF.exe" /iniconvert c:\filelist.ini
```

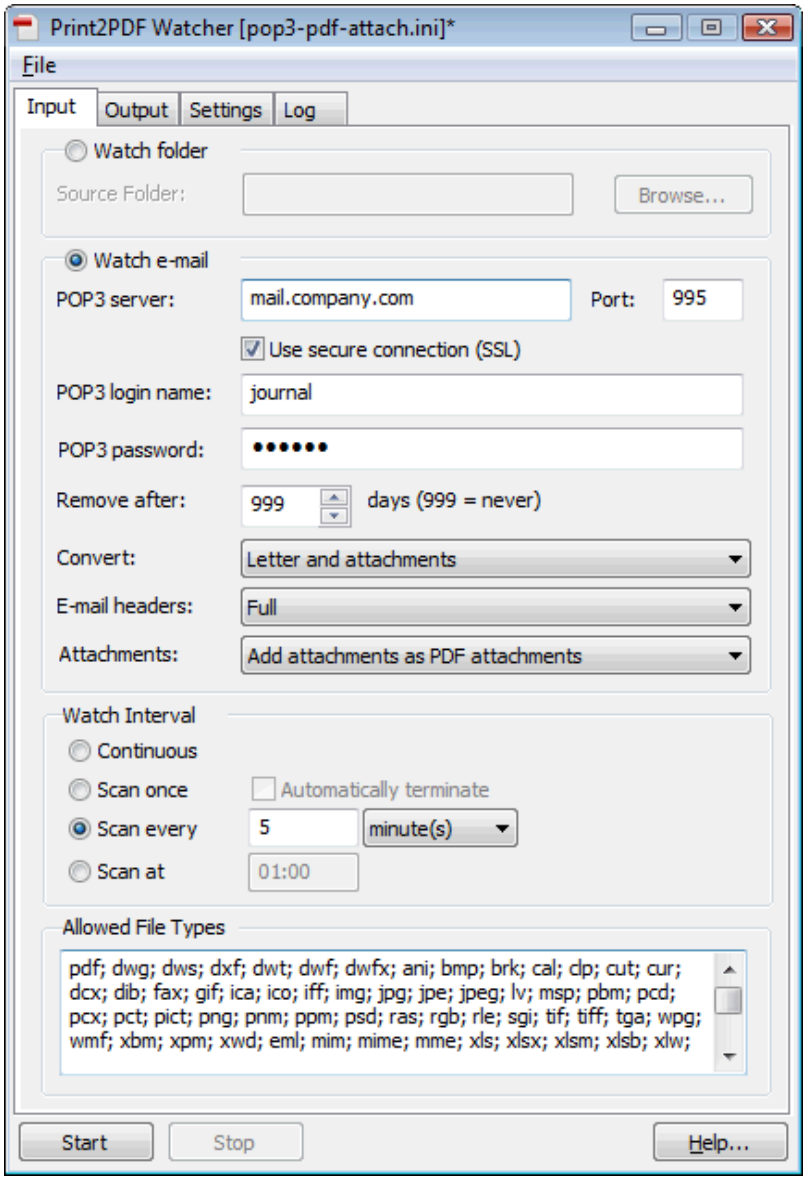
Example:


Administrator: C:\Windows\system32\cmd.exe
C:\Convert>"%ProgramFiles%\Software602\Print2PDF\Print2PDF.exe" /iniconvert c:\filelist.ini
C:\Convert>dir
Volume in drive C is OS
Volume Serial Number is 0C52-A706
Directory of C:\Convert
08/27/2008 10:35 AM <DIR> .
08/27/2008 10:35 AM <DIR> ..
08/22/2006 01:46 PM 91,648 Agenda.doc
08/27/2008 10:35 AM 102,494 Agenda.pdf
06/19/2007 02:02 PM 80,954 Image.jpg
08/27/2008 10:35 AM 15,709 Image.pdf
08/27/2008 10:35 AM 6,155 Notes.pdf
08/17/2006 11:13 AM 59 Notes.txt
08/27/2008 10:35 AM 154,171 Sales.pdf
08/22/2006 01:46 PM 15,360 Sales.xls
8 File(s) 466,550 bytes
2 Dir(s) 4,394,573,824 bytes free
C:\Convert>

NOTE: Unsupported file types in the .INI file will be skipped.

Print2PDF Watcher

You can launch the watcher from **Start** – **Programs** – **Print2PDF**.



Here is a list of available options on the menu bar:

File

- **Open Configuration:** Open a previously saved .INI file.
- **Save Configuration:** Save the current settings to the specified .INI file.
- **Save Configuration As:** Save the current settings to a new .INI file.
- **Minimize to System Tray:** When this option is enabled, Print2PDF Watcher will show in the system tray when 1) Print2PDF Watcher is minimized and 2) Print2PDF Watcher is started from the command-line.
- **Exit:** Stops the server process and closes the application.

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Input

Here is a list of available options on the **Input** tab:

Watch folder

- **Source Folder:** Click the **Browse...** button to choose the source folder.

Watch e-mail

- **POP3 server:** Enter the name of the POP3 server (e.g. mail.company.com).
- **Port:** The port of the POP3 server (default is 110).
- **POP3 login name:** Enter the login name for the POP3 account to watch.
- **POP3 password:** Enter the login password for the POP3 account.
- **Check every:** The minutes defined here specify when the POP3 account will be checked for new messages.
- **Remove after:** Specifies when the messages will be removed the account.
- **Convert:** Specify what part(s) of the e-mail message to convert.
    - **Letter only:** Only convert the e-mail message itself.
    - **Attachments only:** Only convert the e-mail attachments.
    - **Letter and attachments:** Convert the e-mail message and attachments.
- **E-mail headers:** Specify if the e-mail headers will be converted.
    - **None:** Do not include e-mail headers with the letter.
    - **Short:** Include a short version (From, Date, To, Subject) of the e-mail headers with the letter.
    - **Full:** Include all e-mail headers with the letter.
- **Attachments:** Specify how to handle e-mail attachments.
    - **Convert each attachment to a separate file:** This will convert each e-mail attachment to a separate file.
    - **Merge all attachments into one file:** This will merge all e-mail attachments into one file.
    - **Add attachments as PDF attachments:** This will attach the files as PDF level attachments.

Watch Interval

- **Continuous:** This option will continuously scan the input every 10 seconds.
- **Scan once:** This option will only scan the input one time.
- **Scan every:** This option will scan the input every X minutes/hours.
- **Scan at:** This option will scan the input at the time specified in 24 hour time format (e.g. 15:00 = 3:00 PM).

Allowed File Types

- Contains a list of file types that will be allowed to be converted by the server. Delimit extensions with a semicolon (;). File types not listed here will be ignored by the server.

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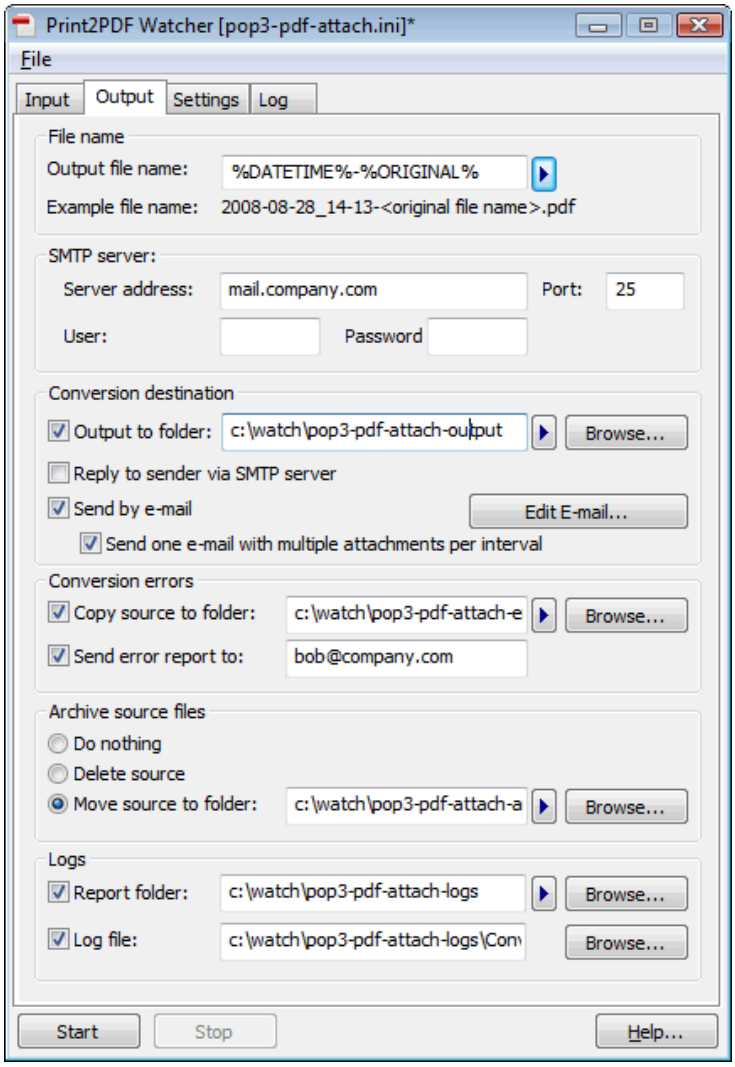
Output

Next is the **Output** tab. Here is a list of available options:



File name

- **Output file name:** Define how the converted output file will be named. The default is %ORIGINAL%, example: input source is test.doc, output will be test.pdf. Supported dynamic variables are as follows:
    - **%DATETIME%** = 2007-12-31_23-59
    - **%DATE%** = 2007-12-31
    - **%TIME%** = 12-00
    - **%YEAR%** = 2007
    - **%MONTH%** = 12
    - **%DAY%** = 31
    - **%HOUR%** = 23
    - **%MINUTE%** = 59
    - **%SECOND%** = 59

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- **%EMAILFROM%** = name@domain.com
- **%EMAILSUBJECT%** = Sales Receipt
- **%EMAILDATE%** = 2007-12-31
- **%EMAILTO%** = name@domain.com
- **%EMAILCC%** = name@domain.com
- **%EMAILMESSAGE-ID%** = 04105FA2959AFA4299207D78CF5F18EE

SMTP server

- **Server address:** Enter the address of your SMTP server.
- **Port:** Enter the port of your SMTP server.
- **User:** If your SMTP server requires authentication enter the user name.
- **Password:** If your SMTP server requires authentication enter the password.

Conversion destination

- **Output to folder:** Click the **Browse...** button to choose the output folder. This folder will contain the output PDF files. Supports dynamic variables.
- **Reply to sender:** This will reply to the sender address and attach the converted output. This option only works with watched e-mail.
- **Send by e-mail:** This feature will attach the PDF document to an e-mail and send it without intervention. Once you enable this option, click **Edit E-mail...** to access the e-mail settings. For more information see the Edit E-mail topic.
    - **Send one e-mail with multiple attachments per interval:** If this option is enabled, only one e-mail with all accumulated attachments will be sent per internal. **Example:** If the Watch Interval is every 1 minute, and someone copies five files into the input folder, one e-mail will be sent with five PDF files attached to it.

Conversion errors

- **Ignore:** Ignore conversion errors.
- **Copy source to folder:** Copy source files that encounter an error during conversion to this folder. Supports dynamic variables.
- **Send error report to:** Enter the e-mail address you would like to send error reports to. This requires the SMTP server to be entered first.

Archive source files

- **Do nothing:** Do not archive source files.
- **Delete source:** Remove the source file after conversion.
- **Move source to folder:** Move the source to this folder after conversion. Click the **Browse...** button to choose the archive folder. Supports dynamic variables.

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Logs

- **Report folder:** Specify the folder that will contain an XML report for each conversion. XML files are named **000000000000.xml**, **000000000001.xml**, etc. Supports dynamic variables. You can find the report template in the installation directory named **Report.xml**

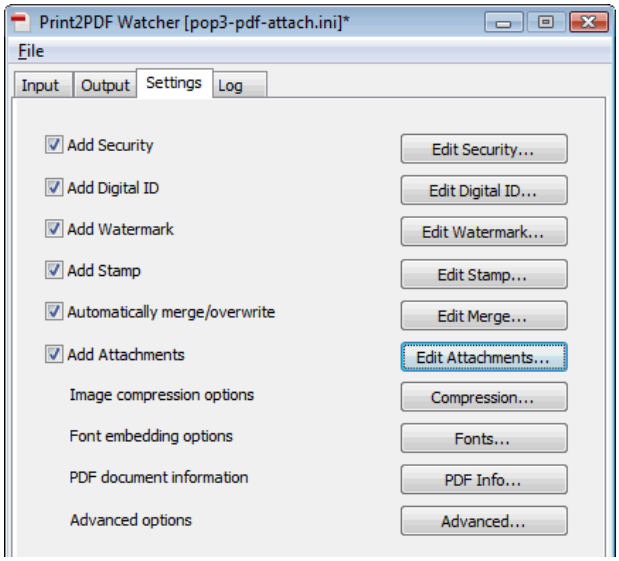
  Each XML file contains the following elements:

  - <DATE>
  - <TIME>
  - <INPUT>
  - <OUTPUT>

- **Log file:** Everything that is shown on the Log tab will be copied to the folder selected here for later review.

Settings

Next is the **Settings** tab. Here is a list of available options:



- **Add Security:** This will allow you to limit access to PDF files created by Print2PDF. Once you enable this option, click **Edit Security...** to access all security settings. For more information see the Edit Security topic.
- **Add Digital ID:** Signing a document with a Digital ID will ensure authenticity and provide tamper-resistance. Once you enable this option, click **Edit Digital ID...** to access all of the Digital ID settings. For more information see the Edit Digital ID topic.
- **Add Watermark:** This will allow you to add a watermark to all or selected pages of your document. The **Edit Watermark...** button will open a dialog in which you will type the text for the watermark, select a font, text orientation, visibility, and specify where the watermark will appear in the document. For more information see the Edit Watermark topic.
- **Add Stamp:** This allows you to select which page(s) of the PDF you wish to have your stamp appear. Once you enable this option, click **Edit Stamp...** to access the stamp settings. For more information see the Edit Stamp topic.
- **Add Attachments:** This will allow you to add attachments that are embedded directly into the PDF file. For more information see the Edit Attachments topic.
- **Automatically merge/overwrite:** This will allow you to automatically merge the contents of multiple documents into a single PDF file. Once you enable this option, click **Edit Merge...** to access the merge settings. For more information see the Edit Merge topic.
- **PDF Info:** This button will open a dialog to enter metadata information describing the PDF document. For more information see the PDF Document Information topic.
- **Compression:** This button will allow you to modify image compression to change the PDF file size. For more information see the Image Compression Options topic.
- **Fonts:** This button will open a dialog to modify the font embedding and substitution rules. For more information see the Font Embedding Options topic.
- **Advanced:** This button will open a dialog to provide control over color output, resolution, scaling, viewer options, rotation and optimization. For more information see the Advanced Options topic.

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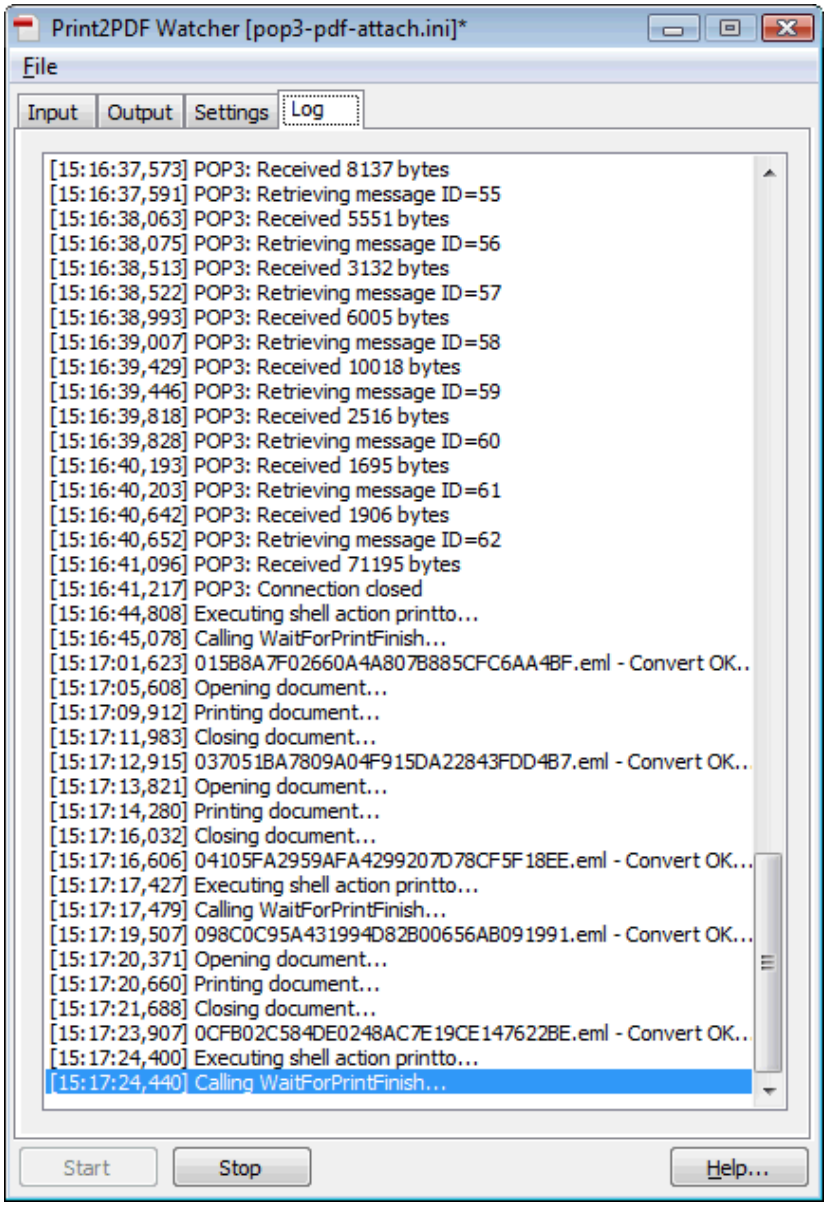
Log

Next is the **Log** tab. Here is a list of available options:



This tab will show what document the application is currently converting.

Click **Start** to begin the watched folder process based on the defined settings or .INI file specified. Click **Stop** to stop the conversion process.

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Command-line

Print2PDF Watcher can be automatically started from the command-line. Use the Print2PDF Watcher GUI application to create the .INI files. An unlimited number of watched folder and watched e-mail processes can be started this way.

Use the following command to start the watched folder process:

```
%ProgramFiles%\Software602\Print2PDF\Print2PDF.exe /watch c:\settings.ini
```

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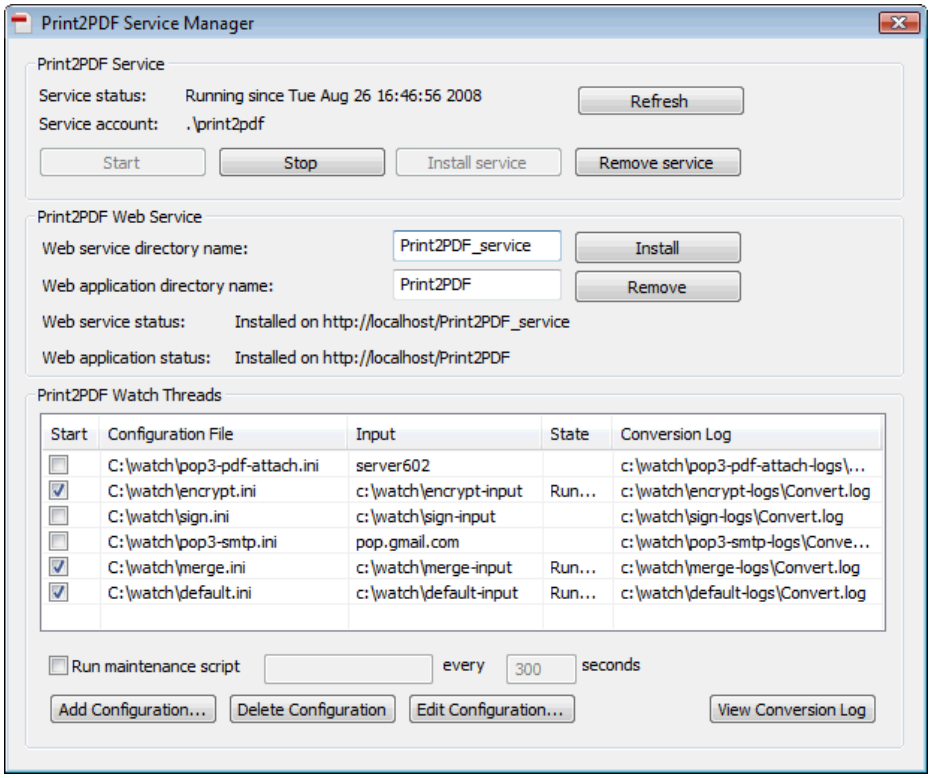
Print2PDF Service Manager

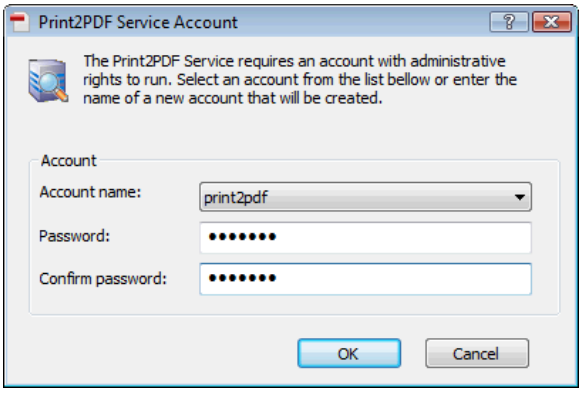
The **Print2PDF Service Manager** allows you to install the Windows service, web service and define watched threads. You must use the Print2PDF Watcher application to create .INI files that can be added to the Print2PDF Watch Threads section.



Print2PDF Service

Do the following to automatically install the Print2PDF Service:

1. Click the **Install service** button.
2. Select a user with administrator rights, enter the user password and click **OK**.


Print2PDF Service Account
The Print2PDF Service requires an account with administrative rights to run. Select an account from the list bellow or enter the name of a new account that will be created.
Account
Account name: print2pdf
Password: •••••••
Confirm password: •••••••
OK
Cancel

3. Now click the **Start** button to start the Print2PDF Service.

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If you have problems with the automatic installation above, you can install the Print2PDF Service manually using the commands below.

Manually install the Print2PDF service:

```
%ProgramFiles%\Software602\Print2PDF\Print2PDFsrv.exe -i
```

Manually uninstall the Print2PDF service:

```
%ProgramFiles%\Software602\Print2PDF\Print2PDFsrv.exe -u
```

NOTE: If you manually install the service it will run under the Local System account. Some applications are not supported (e.g. Microsoft Office) or may not function properly in this configuration. To avoid conversion problems it is required to run the Print2PDF Service from a user account.

Print2PDF Web Service

The Print2PDF Web Service requires Microsoft Internet Information Services 5.0 or higher, and Microsoft .NET Framework 1.1 SP1 or higher.

The following Microsoft Internet Information Services features are required:

- Application Development / ASP.NET
- Management Tools / IIS Management Console
- Management Tools / IIS 6 Management Compatibility

Click the **Install** button to add the virtual directories to IIS.

Print2PDF Watch Threads

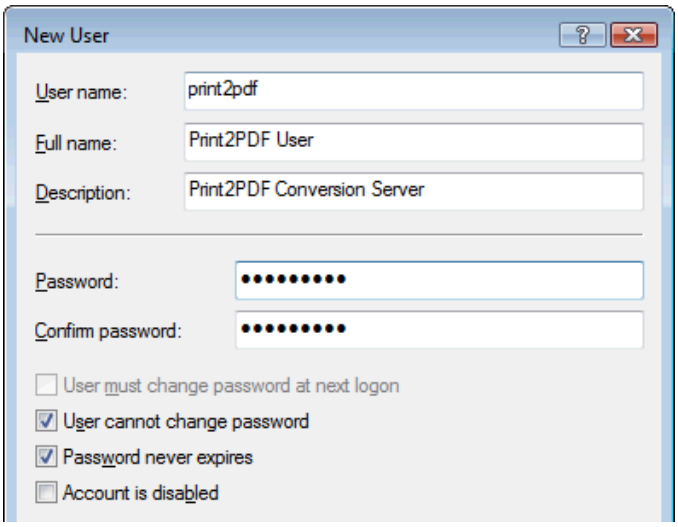
Here is a list of available options:

- **Start:** A checkmark in this box means the process is enabled/started. If the box is unchecked, this means the process is stopped/disabled.
- **Run maintenance script:** Enable this option to run a VBScript file every X number of seconds. Take a look at the included **Maintenance.vbs** script file for more information.
- **Add Configuration:** Click this button to add an existing Print2PDF Watcher.INI configuration to the service manager.
- **Delete Configuration:** Remove the selected configuration from the service manager.
- **Edit Configuration:** Edit the selected configuration in Notepad. For more information see the Advanced Print2PDF Watcher options topic.
- **View Conversion Log:** View the selected conversion log.

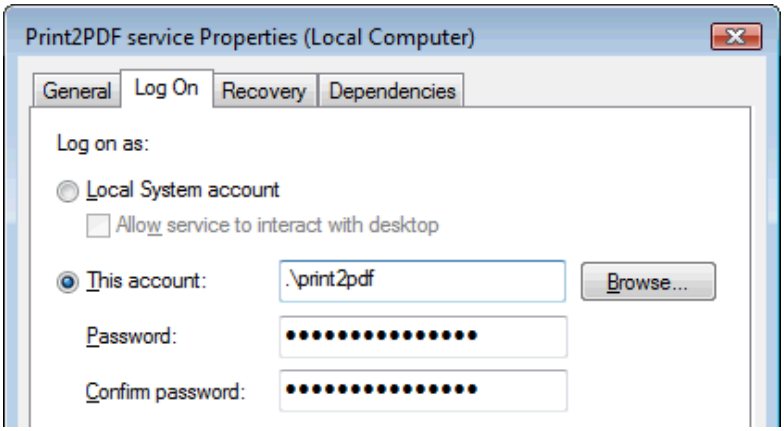
Manually configure the Print2PDF Service to Log On As a user

To guarantee complete functionality and prevent conversion errors, you should run the Print2PDF Service from a user account. Follow these steps to configure the service to run under a specific user account:

1. Create a new user in Windows (e.g. print2pdf).



2. Give this new user **Administrator** rights.
3. Login to Windows as this user at least one time.
4. Open each host application (Microsoft Word, etc.) at least one time and close any dialog(s) to ensure error-free automation.
5. Modify the **Print2PDF Service** to **Log On** as this new user.



6. Restart the **Print2PDF Service**.

Helpful links from Microsoft:

- Considerations for server-side Automation of Office
- How to configure Office applications to run under a specific user account

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Advanced Print2PDF Watcher options

There are many options in the .INI file that are not accessible from the Print2PDF Watcher GUI application. The .INI file is a plain text file that can be opened and modified with any text editor (e.g. Notepad). Read the **Developer Guide** for more information on how to customize the PDF conversion options.

Below is a table that explains each Print2PDF Watcher option:

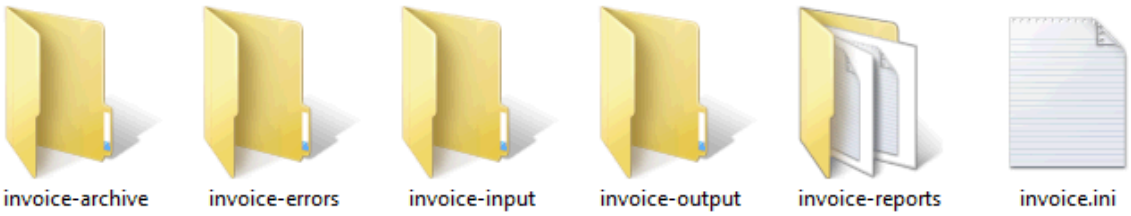
Name	Description
MinimizeToTray	Minimize to the system tray (0 = no, 1 = yes)
AllowedFileTypes	Allowed file types that will be converted, all other file types will be ignored (e.g. pdf; txt; doc)
ConversionTimeout	If the conversion process exceeds this timeout value, it will be cancelled (default is 300 seconds)
ScriptPath	Used to specify a custom script path (e.g. c:\Program Files\Software602\Print2PDF CS\Scripts-New\)
Watch_InputSource	Input source (0 = Watched folder, 1 = Watched e-mail)
Watch_WatchPath	Input source folder (e.g. c:\input\)
Watch_Pop3_Pop3Server	POP3 server (e.g. mail.company.com)
Watch_Pop3_Pop3Port	POP3 server port
Watch_Pop3_LoginName	POP3 login name
Watch_Pop3_Password	POP3 password
Watch_Pop3_CheckEveryMin	Check POP3 account after this many minutes
Watch_Pop3_LeaveCopyDays	Remove messages from POP3 account after this many days
Watch_ConvertMail	Convert from e-mail (0 = Letter only, 1 = Attachments only, 2 = Letter and attachments)
Watch_HeaderMail	Convert e-mail headers (0 = None, 1 = Short, 2 = Full)
Watch_AttachmentsMail	Convert e-mail attachments (0 = Convert each attachment to a separate file, 1 = Merge all attachment into one file, 2 = Add attachments as PDF attachments)
Watch_RenameEnabled	Rename converted output files (0 = no, 1 = yes)
Watch_RenameString	Rename string, supports dynamic file names (e.g. %ORIGINAL% = original file name)
Watch_OutputPathEnabled	Output converted files to folder (0 = no, 1 = yes)
Watch_OutputPath	Output converted files to this folder (e.g. c:\output\)
Watch_ErrorPathEnabled	Copy errors to folder (0 = no, 1 = yes)
Watch_ErrorPath	Copy errors to this folder (e.g. c:\errors\)
Watch_ErrorMailEnabled	Send error report by e-mail (0 = no, 1 = yes)
Watch_ErrorMailAddress	The e-mail address to send error reports
Watch_ReportPathEnabled	Create reports (0 = no, 1 = yes)

Watch_ReportPath	Create reports in this folder (e.g. c:\reports\)
Watch_MaxXmlReports	Maximum number of reports to generate in one folder
Watch_Reply_Enabled	Reply to sender via SMTP server (0 = no, 1 = yes)
Watch_Reply_SMTPServer	SMTP server
Watch_Reply_SMTPPort	SMTP server port
Watch_Reply_ReadReceipt	Request a read receipt (0 = no, 1 = yes)
Watch_Mail_Enabled	Send output by e-mail (0 = no, 1 = yes)
Watch_Mail_Method	Method used to send e-mail, must equal 2 (2 = Send directly to SMTP server)
Watch_Mail_UseSubject	Use e-mail subject from **Watch_Mail_Subject** value (0 = no, 1 = yes)
Watch_Mail_UseSender	Send e-mail FROM: the **Watch_Mail_Sender** value (0 = no, 1 = yes)
Watch_Mail_UseRecips	Send e-mail TO: recipients in the **Watch_Mail_Recips** value (0 = no, 1 = yes)
Watch_Mail_UseCC	Carbon copy e-mail to recipients in the **Watch_Mail_CC** value (0 = no, 1 = yes)
Watch_Mail_UseMessage	Use e-mail text from **Watch_Mail_MsgText** value (0 = no, 1 = yes)
Watch_BatchMail	Send one e-mail with multiple attachments (0 = no, 1 = yes)
Watch_Mail_SMTPServer	SMTP server
Watch_Mail_SMTPPort	SMTP port
Watch_Mail_Sender	E-mail sender
Watch_Mail_Recips	E-mail recipients
Watch_Mail_CC	Carbon copy recipients
Watch_Mail_Subject	E-mail subject
Watch_Mail_MsgText	E-mail body
Watch_ActionAfter	Archive source files (0 = Do nothing, 1 = Delete source, 2 = Move source to archive folder)
Watch_ArchivePath	Archive folder (e.g. c:\archive\)
Watch_ScanMode	Defines the watch mode (0 = Continuous, 1 = Scan once, 2 = Scan every, 3 = Scan at)
Watch_ScanPeriod	The scan period in minutes/hours **Requires Watch_ScanMode = 2**
Watch_ScanPeriodUnits	Defines the units for **Watch_ScanPeriod** (0 = minutes, 1 = hours) **Requires Watch_ScanMode = 2**
Watch_ScanTime	Defines the scan time in 24 hour format (60 = 1AM, 1320 = 10AM) **Requires Watch_ScanMode = 3**
Watch_AutoTerminate	Terminate the process after completion (0 = no, 1 = yes)
Watch_LogToFile	Log the conversion process to a file (0 = no, 1 = yes)
Watch_LogFile	Log the conversion process to a file named **convert.log** in this folder (e.g. c:\log\)

Print2PDF Watcher Examples

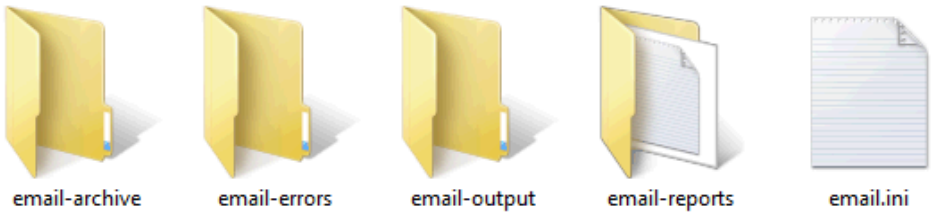
The following examples show a watched folder and a watched POP3 e-mail account.

Watched Folder



- **Input folder** = c:\watch\invoice-input\
- **Output folder** = c:\watch\invoice-output\
- **Error folder** = c:\watch\invoice-errors\
- **Archive folder** = c:\watch\invoice-archive\
- **Report folder** = c:\watch\invoice-reports\
- **Configuration file** = c:\watch\invoice.ini

Watched E-mail



- **Input e-mail** = archive@company.com
- **Output folder** = c:\watch\email-output\
- **Error folder** = c:\watch\email-errors\
- **Archive folder** = c:\watch\email-archive\
- **Report folder** = c:\watch\email-reports\
- **Configuration file** = c:\watch\email.ini

Use the following commands to begin the conversion process:

```
start %ProgramFiles%\Software602\Print2PDF\Print2PDF.exe /watch c:\watch\invoice.ini

start %ProgramFiles%\Software602\Print2PDF\Print2PDF.exe /watch c:\watch\email.ini
```

You can create a shortcut, **.bat** file, **.vbs** script or even a scheduled task to begin the conversion process. The choice is yours.

NOTE: The conversion process MUST run as a logged in user.

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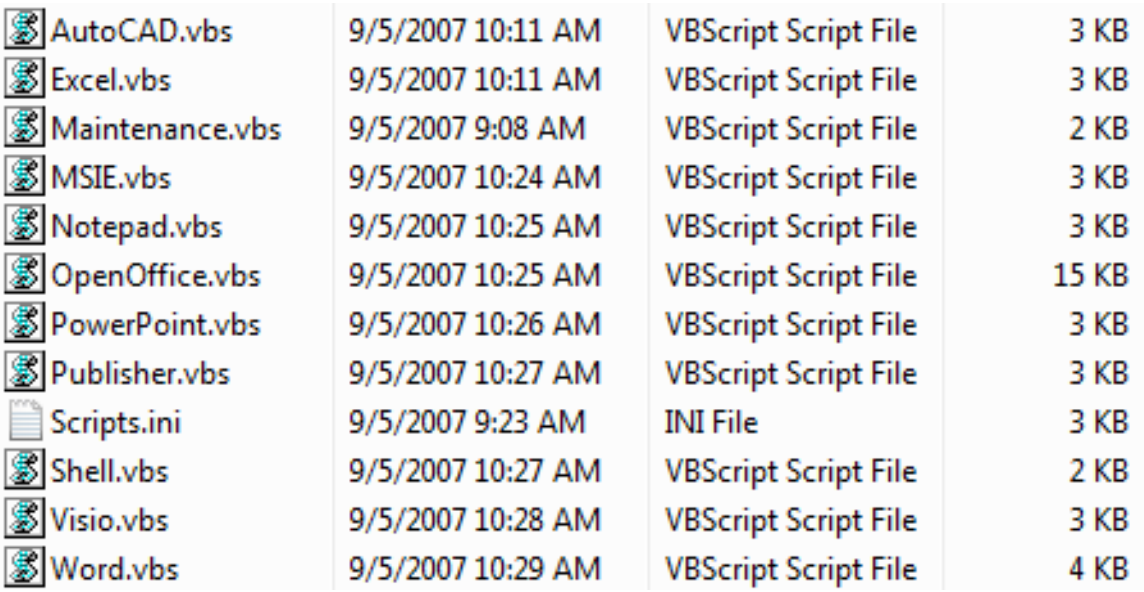
Customizing Conversion

Print2PDF can be easily customized to add file types, change what host application will be used to convert a certain file, or add specific business logic into conversion scripts using VBScript.

The default script engines are located in the following directory:

```
%ProgramFiles%\Software602\Print2PDF\Scripts\
```



AutoCAD.vbs	9/5/2007 10:11 AM	VBScript Script File	3 KB
Excel.vbs	9/5/2007 10:11 AM	VBScript Script File	3 KB
Maintenance.vbs	9/5/2007 9:08 AM	VBScript Script File	2 KB
MSIE.vbs	9/5/2007 10:24 AM	VBScript Script File	3 KB
Notepad.vbs	9/5/2007 10:25 AM	VBScript Script File	3 KB
OpenOffice.vbs	9/5/2007 10:25 AM	VBScript Script File	15 KB
PowerPoint.vbs	9/5/2007 10:26 AM	VBScript Script File	3 KB
Publisher.vbs	9/5/2007 10:27 AM	VBScript Script File	3 KB
Scripts.ini	9/5/2007 9:23 AM	INI File	3 KB
Shell.vbs	9/5/2007 10:27 AM	VBScript Script File	2 KB
Visio.vbs	9/5/2007 10:28 AM	VBScript Script File	3 KB
Word.vbs	9/5/2007 10:29 AM	VBScript Script File	4 KB

The Scripts.ini file

The Scripts.ini file defines which script is used to convert what file type. The example below is for the Autodesk AutoCAD configuration:

```
[Autodesk AutoCAD]
;AutoCAD 2000/2002/2004/2005/2006/2007/2008
Script=AutoCAD.vbs,Shell.vbs
FileTypes=dwg,dws,dxf,dwt
;ConversionTimeout=300
```

Here is an explanation for each parameter:

- **Script:** The script to use for conversion. The keyword **Internal** is reserved for files that can be internally converted by the software. Delimit with a comma to specify multiple scripts for automatic failover. If the first script fails to convert the file, the second script will be tried, and so on.
- **Filetypes:** File types to convert with this script (delimit with a comma).
- **ConversionTimeout:** Timeout that will override the ConversionTimeout specified using the Print2PDF Watcher options (default is 300 seconds).

Modifying scripts

If you modify the default scripts included with the product, this will affect ALL conversion processes from Print2PDF.

NOTE: Make backup copies of your modifications to the default scripts folder! Upgrades to Print2PDF will install improved versions of the default scripts and will OVERWRITE your modifications!

Using modified scripts

The safest way to use modified scripts is to do the following:

1. Create a new folder in the installation directory called **Scripts-New**
2. Copy the contents of the default scripts folder to this folder
3. Reference this folder in the **ScriptPath** Print2PDF Watcher options

This will allow you to use custom conversion routines for each conversion process.

VBScript usage

The following functions and properties are available for use within the VBScript files that are being executed by the conversion process.

Functions

- Sleep(INTEGER Milliseconds)
- ShellExecute(STRING Command, STRING FileName, STRING PrinterName)
- WaitForPrintFinish()
- DbgLog(STRING LogMessage)

Properties from conversion host

- InputFile = Get the name of the Input file to convert.
- PrinterName = Get the name of the Print2PDF printer.
- SystemDefaultPrinter = Get/set the system default printer.

Properties from conversion configuration

- PrintQuality = Get the PrintQuality
- PDFMetadataTitle = Set the PDFMetadataTitle
- PDFMetadataSubject = Set the PDFMetadataSubject
- PDFMetadataAuthor = Set the PDFMetadataAuthor
- PDFMetadataKeywords = Set the PDFMetadataKeywords
- PDFRotation = Set the PDFRotation

NOTE: We will be adding more configuration Properties in the future to provide more conversion modification at run-time.

Handling errors

- Err.Raise 2000 = Stop conversion; do not attempt the next script engine.
- Err.Raise 65535 = Rollover to the next script engine, if available.

Uninstalling

To uninstall Print2PDF, do the following:

1. Click **Start** – **Programs** – **Print2PDF**
2. Click the **Uninstall** icon. If asked to delete shared files, click **Yes**.

To remove the printer from a client using the command-line, run the following:

```
rundll32 printui.dll,PrintUIEntry /dl /nprint2pdf /q
```

Troubleshooting

This section will cover many frequently asked questions and issues that you may experience while using Print2PDF. If you do not find the answer to your question here, please visit our online support area.

- **Error loading GEAR602.DLL:** This error is generated when you attempt to use Print2PDF with a program that is built on the older 16-bit architecture. Please contact the software vendor for an update.

- **I am having trouble registering Print2PDF, how can I get help?** Registration assistance is available online, here.

- **Can I use Print2PDF on a PC that is not connected to the Internet?** Print2PDF can be loaded on any supported operating system. Registration does require Internet access, but the connection does not have to be on the PC you wish to install Print2PDF. You can manually register the software, here.

- **How does Print2PDF search for preferences?** Print2PDF will search in the following order, once preferences are found, the search process will end:

    1. User preferences defined from the **Print2PDF Configuration** application. These are stored in the registry under:

       HKEY_CURRENT_USER\Software\Software602\Print2PDF\PDF

    2. Global preferences in the file:
       %systemroot%\system32\spool\drivers\w32x86\3\defaults.ini
       %systemroot%\system32\spool\drivers\x64\3\defaults.ini

    3. Global preferences in the installation directory:
       %programfiles%\Software602\Print2PDF\defaults.ini

    4. Global preferences in the file:
       %systemroot%\system32\defaults.ini

    5. Global preferences in the file:
       %systemroot%\defaults.ini

    6. Default preferences that are hard coded into the Print2PDF application.

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